

# WESLEYAN

---

# SCHOOL

## **Middle School 7<sup>th</sup> Grade Boys and Girls Grade Chair Job Description**

The middle school grade chairs serve as the first line of communication with parents and faculty about issues that affect the academic and overall well-being of middle school students. They advise, challenge, encourage, and nurture students as they set and attempt to reach their own goals while encouraging the development of class unity and a sense of community. Additionally, the middle school grade chairs lead their respective team of teachers at their designated grade level and work with the middle school principal to plan and promote the programs of the middle school. The grade chair teaches three classes.

### **Personnel**

- Reports directly to the middle school principal.
- Communicates and works directly with the middle school principal, middle school counselors, and the middle school dean of student life.
- Communicates and works directly with the corresponding 7<sup>th</sup> grade chair.
- Coordinates shared responsibilities with the corresponding 7<sup>th</sup> grade chair.
- Plans and leads grade level meetings with students.
- Plans and leads regularly scheduled team meetings with teachers.
- Attends regularly scheduled middle school leadership meetings.
- Attends Supporting All Students Meetings (SAS) with the learning specialists, director of academic support, middle school counselors, and dean of student life.
- Speaks at two parent coffees each year (fall and spring).
- Communicates with parent grade reps and assists with SignUpGenius volunteers.
- Communicates with the school nurse.

### **Academic/Guidance Responsibilities**

- Monitors the academic, social, and emotional progress of 7<sup>th</sup> grade students.
- Reads email communication between 7<sup>th</sup> grade teachers and parents and follows up as needed.
- Schedules and conducts fall conferences with assigned 7<sup>th</sup> grade families.
- Conducts additional parent and student conferences as needed.
- Communicates with parents of students who fail courses.
- Creates and monitors the 7<sup>th</sup> grade test/project calendar.
- Oversees exams at the conclusion of each semester.
- Administers make-up exams.
- Assists teachers with standardized testing.
- Assigns and monitors office hours sessions for students with grades of 75 and below.
- Works with the learning specialists and director of academic support to teach executive functioning skills.

- Coordinates schedules for make-up work, tests, and quizzes for students who have been absent.
- Works with the school nurse, athletic trainer, and middle school counselors to help students with concussions make up their schoolwork.
- Plans and participates in Look Ahead Night for new families in the spring.
- Plans and leads New Student Orientation before the first day of school.

### **Administrative Responsibilities**

- Compiles list of awards for Honors Day.
- Compiles list for Iron Wolf Award for Honors Day, which includes maintaining a list of student extracurricular involvement.
- Coordinates and plans a fall grade level retreat with the middle school retreat coordinator and grade chairs.
- Coordinates with middle school dean of student life about planned absences and discretionary days.
- Coordinates and assists middle school dean of student life with student uniform checks.
- Coordinates and assigns lunch and recess duty for faculty members.
- Arranges a display in the hallway for Open House.
- Takes an active role in two Student Council socials each year.
- Writes recommendations for students who apply to other schools.
- Provides a grade level supply list to post on the school website.

### **General Responsibilities**

- Develops relationships with the 7<sup>th</sup> grade students.
- Monitors the social growth and development of the 7<sup>th</sup> grade students.
- Maintains a high level of visibility in the hallways.
- Attends and maintains a visible presence at middle school activities, functions, athletic events, and fine arts events.
- Develops relationships with the 7<sup>th</sup> grade parents.
- Develops relationships with the 7<sup>th</sup> grade teachers.

### **Qualifications**

- Strong grounding in the Christian faith.
- Bachelor's degree or higher in relevant subject; master's degree preferred.
- Middle school classroom experience preferred.

*The job duties and responsibilities outlined are not exhaustive and may be subject to change.*