



Shaping local leaders and global learners

Policies and Procedures

Section Five - Personnel

Policy 550.642 - Role Responsibilities Grade 1 Level Leader

INTRODUCTION

The primary function of the Grade-Level Leader (GLL) is to actively promote and nurture excellence in a specific grade. This will include planning, monitoring, assisting with, and enhancing teachers' academic efforts. A GLL will facilitate the collaborative, creative implementation of the curriculum, ensuring a high standard of teaching and learning.

QUALIFICATIONS:

- Professional Training and Certification as outlined in *Policy 530.1 - Professional Staff Qualifications*. (minimum Bachelor's Degree, Master's Degree in Education preferred)
- Minimum of 2 years of successful classroom teaching

SKILLS AND COMPETENCIES

- Strong leadership and collaboration skills
- Strong interpersonal skills
- Strong oral and written communication skills
- Strong organizational skills
- Self-motivated and able to motivate others to become better
- Strong knowledge and understanding of the content area
- Knowledge of effective instructional strategies, classroom management, learning assessments, and research related to learning, current educational trends, and curriculum development.

PERFORMANCE RESPONSIBILITIES:

- Attend monthly GLL and SWLT meetings
- Major decision makers for grade level, along with the principal.
- Organize field trips & advance reconnaissance if required
- Act as mentor to staff new to grade level; serve as instructional leader
- Model: best instructional practices, gradebook entries, lesson planning, assessment practices, Atlas entries, etc.

- Collaborate on SST and counselor referrals after discussions/ observations of students of concern
- Communicate expectations to staff relating to pedagogy in the classroom.
- Ensure that grade-level teachers follow school procedures.
- Review unit plans and lesson plans of teachers and ensure that they are uploaded to Atlas Rubicon.
- Lead the grade level in the implementation of school programs and initiatives.
- Attend school-based leadership team meetings as requested by the Head of School.
- Conduct regular grade-level meetings.
- Lead grade-level colleagues in conversations about student work and norming of expectations.
- Collate department material needs as part of the purchasing process.
- Oversee the assessment practices.
- Review assessments and exams.
- Analyze data and set goals accordingly.
- Review test results and develop action plans accordingly.
- Ensure that the school review process for report cards is implemented.
- Collaborate with administrative staff to follow up with students at risk.
- When necessary, get involved with student disciplinary procedures.
- Support the administration in the integration of a professional development plan aligned with school goals.
- Ensure completion of required professional development.
- Ensure that teachers provide appropriate “cover work.”
- Collaborate with other “GLLs” as needed.
- Collaborate with the curriculum, instruction, and innovation Director in the oversight of the curriculum.
- Maintain an archive of all pertinent information.
- Encourage professional growth by assisting/mentoring teachers who require support to improve their classroom practice.
- Actively seek opportunities for teachers to be involved in professional development activities.
- Receive, listen, react, and respond to suggestions.
- Maintain open and clear lines of communication with the Academic Council, the School Wide Leadership Team, and all school personnel.
- Other duties as required by the Principal

STAFF

- Support the transition of new group members.
- Encourage professional growth by assisting/mentoring teachers who require support to improve their classroom practice.
- Co-operate with the Head of School or designate in the evaluation process for staff in the grade group. Provide written observations as needed.
- Receive, listen, react, and respond to suggestions from staff members.
- Maintain open and clear lines of communication with the Head of School and all school personnel.

REPORTS TO: Division Principal or designate

SUPERVISES:

- Teacher
- Intern

TERMS OF ASSIGNMENT

- Unspecified term appointment through election for 1 academic year.
- The same staff may be elected to the office/position in consecutive academic year terms. In the absence of other qualified and /or willing candidates, the current department head may continue assuming the position.
- A stipend will be paid in addition to the Teacher Salary.
- Release time may be provided commensurate with the size of the grade group.

EVALUATION OF PERFORMANCE

Annually, in accordance with the VIS Evaluation Policy

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