



**Job Title:** Elementary Grade Level Chair (Supplemental Position)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular duties and is compensated according to the district supplement schedule. The position is a yearly appointment made at the discretion of the principal and is not guaranteed from year to year.

**Job Summary:**

- The Elementary Grade-Level Chair is a teacher leader responsible for driving instructional coherence, strengthening collaborative practice, and supporting school-wide priorities. This role leads the grade-level Professional Learning Community (PLC) process, ensuring a consistent focus on student achievement—particularly in literacy—and the effective use of data to inform instruction.
- In addition to instructional leadership, the Grade-Level Chair may support key school operations, including student supervision and safety procedures, as assigned by the principal.
- This is a supplemental assignment in addition to regular teaching duties. The position is a one-year appointment, renewed annually at the discretion of the principal, and compensated according to the district supplement schedule.

**Essential Duties**

**Professional Learning Design & Facilitation**

- Lead structured, results-oriented PLC meetings focused on student learning, with an emphasis on literacy achievement and foundational skills.
- Facilitate collaborative planning aligned to standards, ensuring consistency in instruction, assessment, and intervention practices across the grade level.
- Guide teams in the analysis of formative and summative data to identify trends, determine root causes, and develop actionable instructional responses.
- Support implementation of district priorities, including #RiseWithReading, literacy expectations, and aligned instructional frameworks.
- Monitor progress toward grade-level goals and ensure follow-through on agreed-upon instructional actions.
- Serve as the primary liaison between the grade level and administration, communicating needs, progress, and feedback.

**Instructional Support & Capacity Building**

- Foster a collaborative, solutions-oriented team culture grounded in shared accountability for student outcomes.
- Support onboarding and ongoing development of new teachers through mentoring, modeling, and feedback.
- Ensure clear, timely communication within the grade level and with school leadership.
- Promote alignment across classrooms to ensure equitable learning experiences for all students.

### **Expectations**

- Maintain regular job responsibilities while fulfilling supplemental duties.
- Maintain high-quality classroom instruction while fulfilling leadership responsibilities.
- Attend and actively participate in required meetings, trainings, and planning sessions.
- Consistently model district instructional expectations and professional standards.
- Complete additional duties as assigned by the principal to support school improvement and operations.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

- Valid South Carolina teaching certification.
- Minimum of three years of successful classroom teaching experience (preferred).
- Demonstrated effectiveness in elementary instruction, particularly in literacy and foundational skills.
- Strong facilitation, communication, and organizational skills.
- Ability to lead peers through influence, collaboration, and professionalism.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters

while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$2,000.00

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

