

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### INSTRUCTION/CURRICULUM

### Administrative Regulations

TITLE: ACADEMIC DEPARTMENT TEAM LEADER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility.
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal and/or Designed Advisor

JOB GOAL: Students, and when assigned, assists classroom teachers, student teachers and classroom aides

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve state core curriculum content standards and district educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom, Coordinates the efforts of certified staff to teach students through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student, serving as a resource person to staff for this and other activities.
3. Coordinates and assists the efforts of certified staff to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.

4. Coordinates and assists certified staff in their efforts to assess student academic progress and personal growth toward stated objectives of instruction, including acquisition of basic skills.
5. Coordinates and assists certified staff in their efforts maintain records of student's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
6. Coordinates and assists certified staff in their efforts to identify student needs and to cooperate with other professional staff members in assessing and resolving learning problems.
7. Coordinates and assists certified staff in their efforts to establish and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Coordinates and assists certified staff in their efforts to budget class time effectively.
9. Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Coordinates and assists certified staff in their efforts to supervise and control students in out-of-classroom activities as assigned.
12. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through inservice education and other professional growth activities.
13. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational services.
14. Coordinates and assists certified staff in their efforts to makes effective use of community resources to enhance the instructional program.
15. Upholds and enforces school rules, administrative regulations and board policy, and serves as a liaison to ascertain facts

and make reports.

16. Continues to teach four classes as assigned but with a reduced schedule in order to allow time for coordination and assistance to other certified staff.
17. Assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
18. Attends meetings as assigned and accurately reports back to certified staff on items related to achieving district educational goals. Present departmental initiatives at a Partner In Education Meetings.
19. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct staff and students until assistance arrives and the emergency is over.
20. Hold articulation meetings with sending districts.
21. Performs other duties within the scope of his/her employment and certification as may be assigned by the principal.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

<u>N.J.S.A. 7F</u>	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system.
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority of students
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirements prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of students
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.S.A. 6A:9-9.1</u>	Authorizations-general
<u>N.J.S.A. 6A:9-9.2</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-4 et seq.</u>	Employment and supervision of teaching staff
<u>See particularly:</u>	

<u>N.J.A.C. 6A:32-4.1</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.2</u>	Full-time employment of teachers
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6 et seq.</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7 et seq.</u>	Student records
<u>N.J.A.C. 6A:32-8 et seq.</u>	Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

School Policy Cross References:

- 6000 Concepts and Roles in Instruction
- 6010 Goal and Objectives in Instruction
- 6140 Curriculum Adoption
- 6141 Curriculum Design/Development
- 6142 Subject Fields
- 6143 Curriculum Guides
- 6150 Instructional Arrangements
- 6156 Instructional Planning and Scheduling
- 6160 Instructional Services and Resources
- 6171 Special Instructional Programs
- 6300 Evaluation of Instructional Programs