



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Instructional Team Leader –
Middle School

REPORTS TO:

Principal

QUALIFICATIONS:

- Valid New Jersey Teaching certificate.
- At least three years of successful teaching experience.

GENERAL DESCRIPTION:

The Instructional Team Leader shall be responsible to the Principal for the execution of duties as defined below and for such other responsibilities as the Principal may assign. The duties outlined below shall be in addition to the staff members' full-time assignment.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Encourages teacher initiative and innovation in developing a school climate that fosters a child-centered, success-oriented middle school philosophy.
2. Organizes, directs and coordinates the activities of the assigned team.
3. Works with building administrators in such matters as scheduling, classroom management. And curriculum development.
4. Chairs the daily team meetings and cooperatively plans the agenda of upcoming meetings.
5. Seeks methods, materials and equipment to enhance the teaching climate.
6. Serves as a resource person for all team members.
7. Encourages interdisciplinary units of instruction.
8. Acts as a liaison with guidance, administration, parents, and the Child Study Team on matters of student management.
9. Discusses pupil progress and placement with team members and parents.
10. Conducts orientation meetings for all team members, and substitute teachers assigned to the team.
11. Initiates annual team self-evaluation procedure.
12. Coordinates a team self-improvement process.
13. Works with teachers on their team to provide them with support and instructional coaching.
14. Performs such other tasks and assume such other responsibilities as assigned by the principal.

WORK YEAR: Ten-month position.

DATE APPROVED:

February 19, 2013

BY:

Board of Education