

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

DUTIES AND RESPONSIBILITIES OF MIDDLE SCHOOL TEAM LEADERS

1. To help plan the team's initial schedule.
2. To assume the leadership for flexible scheduling throughout the year.
3. To plan and chair team meetings.
4. To help plan and coordinate the curriculum within the team.
5. To help orient new team members.
6. To serve as an adviser to the team and its officers.
7. To coordinate:
 - a. Large group instruction
 - b. Field trips
 - c. Scheduling of resource persons
 - d. Handling of student discipline problems
 - e. Extra-curricular programs or activities
8. To assist in the coordination of the guidance program.
9. To assume the leadership to arrange for parent conferences.
10. To exert the leadership to provide unity within the teaching team and among students.
11. To exercise the leadership to provide for individual differences by coordination of resources within and from without the team.
12. Keep non-team teachers informed about special events and activities planned by and for the team.
13. To help plan and carry out all school activities which involve the team students.
14. To report to the principal special conditions or problems requiring cooperative action of other teams or administration.