

## **WALL TOWNSHIP PUBLIC SCHOOLS**

---

**TITLE:** UNIT CHAIRPERSON/MIDDLE SCHOOL TEAM LEADER

**REPORTS TO:** Principal

**QUALIFICATIONS:**

1. Highly Qualified Middle School Teaching Standard Certification
2. Minimum 5 years teaching experience (Preferred)

**JOB GOAL:** To provide leadership, coordination and innovation in assigned interdisciplinary areas so that each student may derive maximum benefit from his/her involvement with that unit (Team)

**PERFORMANCE RESPONSIBILITIES:**

1. Manage the plan for success for all students on the team
2. Schedule, plan the agenda, lead and provide minutes for weekly team meetings
3. Communicate grade/team level needs and concerns to principal
4. Serve as liaison between the building administrators and the team
5. Provide leadership and direction for all members of the team in all matters pertaining to the school including scheduling room usage, materials, etc.
6. Develop consistency within the team with regard to academic and behavioral expectations (Grading, Homework Policy/Schedule, Project Assignments, Testing, Classroom Rules and Procedures)
7. Disseminate information to team members in a timely manner
8. Facilitate curriculum integration (one project per semester 2011 – 2012/one project per marking period thereafter)
9. Coordinates curricular considerations with the principal
10. Facilitate the professional growth of the team members
11. Coordinate NJ ASK, MAPs and other district assessments for the team
12. Assist in the improvement of instruction through analysis of school and test data
13. Summarize and report team level events/concerns at monthly team leader meetings
14. Organize and coordinate all team activities and maintain a calendar for the same (Field Trips, Assemblies, Service Learning Projects, Spirit Days/Special Events)
15. Keep an inventory of all grade level supplies and resources and distribute to staff as requested/needed
16. Communicates regularly with parents/guardians on matters involving students on the team
17. Works closely with guidance in all matters pertaining to the team such as grouping, report cards, progress reports, commendations, etc.
18. Attend Parent Advisory/PTO Meetings as requested by school administration
19. Process necessary paperwork, forms, etc. for the team
20. Serve as a grade level representative on district level committees and initiatives
21. Facilitate the publication of a parent newsletter (one per marking period) for the team
22. Provide leadership in handling discipline cases within the team prior to referring same to the Assistant Principal
23. Lead grade level discussions regarding at-risk students initiate I&RS, Core Team and Guidance referrals when deemed appropriate
24. Other duties as assigned by the principal

**TERMS OF EMPLOYMENT:** This job description shall be subject to and consistent with the terms and conditions of employment set forth in the collective bargaining agreement between WTEA and the Wall Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

**APPROVED:** June 14, 2011