

Team Leader – Job Description

Qualifications

Hold a valid New Jersey teacher certificate;
Have a record of successful teaching experience;
Ability to work cooperatively with administration, parents and team members;
Prior leadership experience preferred.

Team leader responsibilities would include:

- Meet with Principal twice a month
- Meet with the principal one day over the summer.
- Conduct regularly scheduled team meetings with all team members.
- Develop team meeting agendas and record minutes.
- Enhance team member's understanding of school and district goals.
- Create a team environment that promotes positive communication and collaboration.
- Coordinate all team and grade level activities (e.g. field trips, in-house presentations, special events).
- Serve as liaison between school/team and larger school community.
- Provide assistance for substitute teachers of team members.
- Provide support to new teachers. Including: check-ins, formal meetings, lesson planning, technology assistance, etc.
- Disseminate trends, new approaches and research findings to the team members.
- Promote public relations between team members and the parent/school community.
- Assist team members with end of year closing procedures including processing all paperwork and providing to the office.
- Be present at evening/afterschool activities as teacher representative. Activities to be determined by the principal including: concerts, HSA events, orientation events, Board meetings (including the Board Highlight Presentation if requested), and HSA meetings. With approval of the principal, these activities may be shared among team leaders.
- Facilitate or coordinate parent conferences, as needed by the team or requested by the parent.
- Handle student/team issues as delegated by the principal.
- Coordinate budget for team (i.e. field trips, team supplies).
- Present to Board of Education sub committees about new teaching techniques, trends, etc., as requested.
- Be responsible for reviewing data with supervisors or principal and coordinate data conversations with the team.
- Member of Site-Based Committee or other appropriate school/district committees.

Terms of Employment

- 10-month schedule; plus one day meeting in the summer
- Stipend position
- Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Evaluation

The Principal shall evaluate the Team Leader in accordance with appropriate policy, regulation, this Job Description and such other criteria as established by the Board of Education.