



**File #82**

***Cleveland Heights-University Heights Board of Education  
Supplemental Job Description***

<b>Job Title:</b> Grade Level Team Leader	<b>Building:</b> Elementary school
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> Two years
<b>Salary Category:</b> D	<b>Expected # of participants:</b>
<b>Date of Last Program Review:</b> December 2014	

**Statement of purpose:**

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

**Minimum knowledge, skills, certifications, physical requirements:** {Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation }

- Organize and facilitate team TBT's
- Meet weekly with principal to discuss TBT's and student performance
- Organize and collect student data
- Effectively communicate team and needs to principal
- Selected by the TAP committee

**Detailed essential function(s) - specific to position:** {Refers to the duties and responsibilities of the person in charge of this co-curricular group }

**TBTs**

- Work on agendas and monitor progress
- Provide feedback
- Communicate concerns of TBTs with administration and vice versa
- Provide OIP support
- Provide google doc support
- Aiding teachers in data collection (Thinkgate)
- Supporting teachers in SLO
- Preparing teachers for Ohio's EOC exams (Core only)
- Provide BLT to TBT feedback
- Provide BLT to DLT feedback

**Correspondence**

- Write and send department related emails
- Disseminate materials to teachers

**Peer Support**

- Assist teachers
- Provide ongoing support to teachers in department

- Share best practices and co-teaching strategies

#### Leadership

- Research best practices in our discipline
- Read magazines/books related to best practices in our discipline
- Attend webinars related to our practice
- Attend training/professional development for building and department improvement
- Lead PD with building and departments

#### Meetings

- Book reps
- Board members
- Building Leadership Team (monthly and as needed)
- Central Office staff
- Principals
- Department members
- Core5 members (weekly during common time or more if necessary)
- Guidance counselors
- Program specialists (discipline, technology or literacy)
- Curriculum directors
- Director of Data and Assessments
- Architect building planning meetings

#### Curriculum work

- Compose course curriculums
- Review and revise program planning guide
- Have cross-curricular discussions
- Technology investigation as a resource
- Review and revise course selection
- New proposals/grants
- Textbooks – ordering/reviewing
- New textbook selection
- Review pilot programs and resources

#### Final Exams

- Collect and review that final exams are aligned to Common Core or National Standards
- Ensure exams have a high level of rigor (Bloom's Webb's)
- Oversee that all finals are Thinkgate ready
- Review final exams with administer in charge

#### Budget (Career prep excluded)

- Create and monitor the budget
- Supplies – assessing needs/ordering

#### Department Meetings

- Plan and organize as needed

#### Data

- Evaluate data and plan accordingly

#### OGT (Core only)

- Help coordinate OGT interventions
- Sped assign rooms and accommodations

**Time Commitment Expected:** {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- 3 to 12 hours per week

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

**Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*