

DELRAN TOWNSHIP SCHOOL DISTRICT

Middle School Team Leader

Reports to: Middle School Principal

Job Goal: The Middle School Team Leader position is a non-supervisory, non-administrative position with a stipend. The Team Leader will work and plan cooperatively with the Middle School Principal and K-12 Supervisor within grade level and curricular areas to facilitate district educational initiatives as well as assist in providing and maintaining an effective, safe and enjoyable learning environment.

Performance Responsibilities:

1. Work cooperatively with administrative and instructional team members in order to formulate the agenda for team meetings.
2. Serve as chairperson for team meetings; maintain a record of meeting dates and topics discussed.
3. Coordinate, with administrative and instructional team members, activities and resources pertinent to interdisciplinary units of instruction.
4. Meet substitute teachers upon arrival and assist, as necessary, throughout the day.
5. Collect weekly lesson plans submitted by staff members on the grade-level team.
6. Collect and collate departmental budget requests and submit to the appropriate supervisor within the established time constraints.
7. During the school year, submit requests for supplies, books, and other teaching materials to the appropriate supervisor.
8. Distribute incoming supplies and materials to the teachers.
9. Disseminate and collect beginning and end of year forms, as necessary and required; submit to the appropriate supervisor for review.
10. Work cooperatively with the supervisor to develop and implement activities for PCPEP days and periods.
11. Maintain appropriate records, as necessary and in accordance with board policy or state law.

12. Maintain continuity of ongoing educational initiatives; monitor implementation strategies as necessary and directed.
13. Serve as a liaison with teachers; communicate requests for information as necessary; collaborate as a team player with teaching colleagues, supervisors, and Administration.
14. Serve as a liaison between the school, parents, and community.
15. Perform other duties as assigned by the Middle School Principal and/or Superintendent.

Qualifications:

- * Ability to read, analyze and interpret;
- * Ability to calculate figures and amounts;
- * Ability to work well with other people;
- * Good verbal and written communication skills.

Certificates, Licenses, Registration:

Valid N. J. Teaching Certification

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012