

TITLE: TEAM LEADER

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate (or eligibility) or County Substitute Certificate.
2. Strong communication, interpersonal and organizational skills.
3. Knowledge of best practices for elementary and/or middle school education.
4. Excellent organizational skills and work ethic.

REPORTS TO: Principal

JOB GOAL:

Responsible for serving as group leaders and communication liaisons between the principals and his/her team members.

PERFORMANCE RESPONSIBILITIES:

1. Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Chairs Team Common Planning Time meetings and maintains minutes of the meeting.
3. Works with team to implement district, building, and curricular/instructional initiatives.
4. Provides assistance to new teachers and substitutes.
5. Attends school functions outside of the school day as appropriate consistent with fostering a positive educational environment, rigorous academic curriculum, and/or parental training relative to best practices in education.
6. Coordinates and makes recommendations for student placements when appropriate.
7. Assists in determining priority needs for equipment, curriculum materials, and supplies in preparation of the annual school budget.
8. Meets monthly with other building team leaders and administration to ensure continuity of school procedures and programs.
9. Coordinates parent/teacher conferences as needed.
10. Assists with the implementation and coordination of the district's in-service program for instructional staff and provides collegial peer training where appropriate.
11. Schedules and organizes team and grade level meetings that focus on students, curricular initiatives, professional development, parental concerns, and the vertical articulation and continuity of the instructional program.
12. Assists in handling minor behavioral issues related to their grade level students.
13. Assists team members with the development and regular updating of individual and team websites.

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14. Coordinates the development and submittal of articles and photographs to be used as press releases, newsletter articles, blogs, **social media sites**, etc. on items that promote the district, faculty, school, or students relative to the assigned team.
15. Keeps abreast of the current research and trends in the area of curriculum development, teaching, and learning.
16. Performs other related duties as assigned by the Superintendent of Schools or the building principal.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

**ANNUAL
EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of extracurricular staff.

Approved by: Mendham Borough Board of Education

Date: June 18, 2008

Revised: November 19, 2013

Revised: February 24, 2015

Revised: August 20, 2018