Middle School Team Leader

TITLE: Middle School Team Leader

QUALIFICATIONS:

I. Maine Department of Education certification as Teacher and other legal credentials required to be “Highly Qualified” according to State and Federal standards.

II. Must be a middle school staff member with at least three years experience.

REPORTS TO: MS administration

SUPERVISES:

Grade (i.e., 5th, 6th, 7th, 8th) or subject (i.e., World Language, Allied Arts, Instructional Support), lead grade or team meetings, may lead grade level meetings with students and staff.

JOB GOAL:

To facilitate communication among team members and with members of other CMES teams, act as liaison between administration and team member. The CEMS team leaders also communicate their team’s events to the community. Because of the goal of shared leadership with this position, this role is best served in a two-year revolving seat.

PROFESSIONAL RESPONSIBILITIES:

- Chair and run a weekly meeting with the team members to discuss team needs and deal with a variety of issues.
- Support team members.
- Act as liaison as necessary with content leader for CIA work.
- Assign team members to be the note takers for minute dissemination.
- Coordinate the annual budget for the team.
- Attend bi-weekly team leader meetings.
- Act as the contact person for a number of issues that take place during the school day. An example would be when duties cannot be covered, trying to fill that need.
- Organize field trips, special events, assessments and the like for the grade/team.
- The team leader position requires providing leadership for the team. Also, when certain tasks need to be accomplished (i.e., such as assemblies), team leader delegates these tasks.
- Participates in shared leadership.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The MS Administration will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: November 9, 2010

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