PCES Grade Level Team Leader

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: PCES Grade Level Team Leader (7 positions: K, 1, 2, 3, 4, AA, Special Ed)

QUALIFICATIONS:

- Maine Department of Education teacher certification
- At least two years experience at Pond Cove
- Strong communication and facilitation skills
- Demonstrate a willingness to share resources, materials and expertise REPORTS TO: PCES Principal

SUPERVISES: N/A JOB GOAL:

- To support strong two-way communication between administration and all staff members
- To ensure that building goals are accomplished and that our students' learning environment is best supported through our collaborative efforts
- To foster optimal learning for all students through facilitation of efforts and discussions related to student needs as well as curriculum, instruction, and assessment.

PROFESSIONAL RESPONSIBILITIES:

- Develop, maintain, and share rolling agenda/minutes of all meetings with relevant links attached
- Use protocols to examine data and engage RTI specialists and educational technicians in collaborative conversations
- Facilitate the planning of units and assessments
- Support the development of early release day and staff meeting agendas
- Use student work to calibrate practice as well as to adapt instruction
- Manage resources effectively, including identifying budget needs
- Organize special events/trips/etc.
- Meet at least monthly with the building leadership team to review work in progress and plan for the future

TERMS OF EMPLOYMENT: Academic 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 completed and the extent to which yearly job goals are met. The PCES Principal will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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: August 28, 2018

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