

**CAPE ELIZABETH SCHOOL DEPARTMENT**

Cape Elizabeth, Maine

**To:** School Board

**From:** Meredith Nadeau

**Date:** June 1, 2012

Co-curricular Steering Committee recommendation on Pond Cove Teacher

**Re:** Leader stipend adjustment - SY13

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The Co Curricular Steering Committee agreed that team leaders at Pond Cove have a different level of responsibility than those at the Middle School -- who do not have official responsibility for leading Monday PLC groups -- and the High School who only have one content area to attend to (i.e. one set of content standards) and fewer sources of data to coordinate and analyze.

The proposal is to add funds that will not be used for SST positions (structure has changed over the course of this school year) and allocate those funds to the team leaders. The result is that each PC team leader would receive an additional \$770 (total of \$3570) for their work as team leader next year.

Enclosure: Team Leader job descriptions

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Descriptions - Co-Curricular

**TITLE:** Pond Cove Team Leader

**QUALIFICATIONS:** At least two years experience at Pond Cove  
Demonstrated leadership abilities

**REPORTS TO:** Principal

**SUPERVISES:** NA

**JOB GOAL:** Contribute to communication and decision-making process to improve teaching and learning at Pond Cove School

### **PROFESSIONAL RESPONSIBILITIES:**

Schedule regular grade level meetings, using team process, including: agenda, facilitator, record keeper, and timekeeper.

Keep any necessary team documentation.

Organize and delegate how grade level team members will accomplish yearly tasks.

Facilitate and coordinate grade level ordering process for supplies and materials

Attend and actively participate in Team Leader meetings and activities.

Communicate team leader meeting information to grade level teams.

As part of K-12 system, coordinate teaching activities and ideas related to curriculum requirements at grade level meetings.

Help with coordinating annual grade level and school wide planning (timeline and calendar)

Communicate grade level/school wide concerns to administration.

Serve as contact person for substitute teachers.

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Descriptions - Co-Curricular

**TITLE:** Middle School Team Leader

### **QUALIFICATIONS:**

1. Maine Department of Education certification as Teacher and other legal credentials required to be "Highly Qualified" according to State and Federal standards.
2. must be a middle school staff member with at least three years experience

**REPORTS TO:** middle school administration

**SUPERVISES:** grade (i.e., 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>) 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 CEMS teams, act as liaison between administration and team member. The CEMS team leaders also communicate his/her 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:**

Per 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. Middle school 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.

# POND COVE SCHOOL

## Teacher Leadership Role Description

draft 4/6/2012

Role Title: **Team Leader**

### ROLE SUMMARY

#### Purpose

*Provide a description of how this position serves school/district goals and how the position will contribute to improved teaching and learning.*

The team leader contributes to the improvement of instruction in the school by encouraging teachers to learn together and from one another. As part of the leadership team, the team leader serves as a liaison between the grade-level teachers so that school-level decisions are informed by ongoing, two-way communication between teachers and other leadership team members.

#### Functions

*Provide a brief summary of the primary functions of this position. Writing this role summary may be easier after defining the responsibilities of the position.*

Using Professional Learning Community (PLC) norms, the team leader guides the team's work, ensuring it is coordinated with school and district goals. To this end, s/he leads effective data-based inquiry, guides colleagues to make instructional decisions informed by the professional knowledge base, supports effective instructional practice, and cultivates a professional culture of shared ownership for student learning in the school.

### ESSENTIAL RESPONSIBILITIES

*List each duty that the grade-level team leader will be responsible for performing in descending order of importance. Duties should be described using clear and concise language. Closely related duties should be grouped together.*

#### Responsibilities

##### Serve as a grade-level instructional leader:

- Provide leadership in the collection and analysis of data (as in data wall analysis, for example).
- Lead the creation and implementation of team and grade-level goals.
- Facilitate team discussions about improving instructional practices and strategies.
- Support the maintenance of effective routines for monitoring student progress.
- Lead discussions about and improvement of grade-level curriculum.
- Provide the necessary guidance, encouragement and support for team development.
- Ensure grade-level team meeting findings and conclusions are communicated with the leadership team.
- Attend all district and building leadership team meetings.
- Delegates team responsibilities regarding events, projects, and other tasks to members of his/her team.
- With team input, maintains a grade level calendar.

##### Serve as a liaison between the grade-level team and school leaders:

- Collaborate with the leadership team and other colleagues to address team, grade-level and instructional issues.
- Collaborate to develop priorities for academic improvement.
- Act as a liaison between the leadership team and teachers to ensure effective communication.
- Communicate grade level needs and concerns to principal/leadership team.

##### Team facilitation responsibilities:

- Using PLC norms, plan and facilitate weekly team meetings incorporating professional learning conversations regarding the evaluation of student growth and instructional strategies.
- Schedule meetings, develop meeting agenda with input from team members, and facilitate the meeting.
- Assist in facilitating school-wide staff development activities.

Role Title: **Team Leader**

- Manage grade level budget.
- Provide a summary of weekly meetings to school leadership.
- Maintain an updated grade-level calendar of events, projects, and deadlines.

### **QUALIFICATIONS**

*Provide the minimum qualifications for the position such as work experience, formal training, education, certifications, and/or licensures. Identify the level of knowledge, skills, and/or abilities required for the satisfactory performance of the position.*

To perform this role successfully, an individual must be able to perform each essential responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge, Skills and Abilities**

- Ability to define problems, collect, review and analyze data, establish facts and draw conclusions.
- Strong skills in data collection and analysis of formative and summative data sources.
- Excellent facilitation, organizational and oral and written communication skills
- Demonstrated excellence in teaching.
- Ability to apply knowledge of current research and theory in the field.
- Knowledge of best practices for instructional strategies, classroom management and behavior management, and how to access the professional knowledge base on best practices.
- Knowledge of grade level curriculum, assessment and instruction.
- Possess technology skills.
- Demonstrate a willingness to share resources, materials and expertise.
- Demonstrated interpersonal skills.
- Demonstrated success as a creative problem solver.
- Demonstrated success as a reliable team member.
- Ability to work well with students, teachers, families and school leaders and committed to collaboration with all stakeholders for the benefit of students.

#### **Education, Training and Experience**

- Must have completed three years of teaching experience.

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Descriptions - Co-Curricular

**TITLE:** Department Chairs (Art, Science, English, Math, Social Studies, Technology, Foreign Language, Health/PE, Instructional Support)

**QUALIFICATIONS:** CEHS Teacher, strong organization and communication skills

**REPORTS TO:** The Principal

**SUPERVISES:**

**JOB GOAL:** To coordinate the work of the department in furtherance of district and school goals

**PROFESSIONAL RESPONSIBILITIES:**

To prepare and oversee the department's budget and spending

To attend regular department chair meetings

To coordinate the curriculum, instruction, and assessment work of the department in accordance with district and school goals and the learning needs of students

To communicate with the Principal about issues of interest concerning the department

To coordinate the work of the department connected to school events such as recognition evenings and other events

To work cooperatively with other colleagues in other departments

Other tasks as assigned by the Principal

**TERMS OF EMPLOYMENT:**