

Flemington Raritan Regional School District

JOB DESCRIPTION

TITLE: Middle School Team Leader

QUALIFICATIONS:

- Teaching certificate and successful middle school teaching experience required.
- Middle School Teacher of Reading/language Arts, math, Science, Social Studies, or Special Education required.
- Prior related team leader or leadership position preferred.
- Ability to work cooperatively with students, parents and administrators.
- Such alternatives to the above qualifications as the Board of Education deem appropriate and acceptable.

REPORTS TO: Middle School Principal or Assistant Principal.

JOB GOAL: To provide the leadership and expertise needed to have the team be responsive to the developmental needs of the students on the team.

RESPONSIBILITIES:

Role

- Enhance team members implementation of a middle school philosophy.
- Facilitate the integration of curriculum to encourage connections in the learning process.
- Disseminate trends, new approaches, and research findings to the team members.
- Help team members share effective grouping strategies.
- Assists in the selection of personnel that affects the team – aides, volunteers, support staff.

Team Facilitator & Coordinator

- Conduct regularly scheduled meetings and involve all team members.
- Coordinate interdisciplinary units of study on the team and the exploratory program.
- Facilitate parent conferences, as needed by the team or requested by the parent.
- Coordinate school-wide decisions between and among all school teams regarding homework, grading, tests, quizzes, projects, etc.
- Promote public relations between team members and the parent/school community.

Team Manager

- Develop an agenda for team meetings and record minutes.
- Provide assistance for substitute teachers of team members.
- Ensure up-to-date information is available on the school learning line.
- Coordinate planning of special team events.
- Serve as team liaison with the administration and guidance counselors.
- Meet with the principal or assistant principal as needed or requested.
- Submit reports and receive communications for the team.
- Coordinate team related budget requests – general supplies, materials and equipment.

TERMS OF

EMPLOYMENT: Salary and hours as approved by the Board of Education as per FREA agreement.

EVALUATION: Middle School Principal or Assistant Principal.

APPROVED BY: Flemington-Raritan Board of Education **DATE:** May 15, 2000

REVISED: _____