

Caldwell – West Caldwell Public Schools

Job Description

Title: **Middle School Grade Level Team Leader**

QUALIFICATIONS:

1. Current GCMS Teacher
2. Other qualifications as may be specified

REPORTS TO: Middle School Principal and Vice Principal

RESPONSIBILITIES:

1. Lead effective data-based inquiry, guide colleagues to make instructional decisions informed by the professional knowledge base, support effective instructional practice, and cultivate a professional culture of shared ownership for student learning in the school
2. Plan and facilitate weekly team meetings focused on discussion and evaluation of student growth and teachers' use of instructional strategies
3. Maintain online team calendar that indicates specific dates for upcoming tests, quizzes, projects, and events
4. Communicate grade level/school-wide concerns to administration
5. Coordinate and implement at least one interdisciplinary unit that provides activities for all content area teachers
6. Coordinate parent-teacher conferences for team members when meetings with team are requested by teacher or parents
7. Coordinate field trips and special activities for the team. (This may include arranging for transportation, securing reservations and appropriate permission slips, etc. These duties may also be delegated to the grade-level teacher sponsoring and in charge of a specific field trip)
8. Attend and actively participate in monthly Team Leader meetings with administration
9. Communicate team leader meeting information to grade level team members
10. Assists with the communication of building and district policies, decisions, and related announcements to team members
11. Assists with the creation and coordination of special building schedules as may be necessary for the efficient operation of the middle school program