

NANTUCKET PUBLIC SCHOOLS

JOB DESCRIPTION

Job Description: Elementary School Team Leader

Reports to: Building Principal

Qualifications:

1. Master's degree or comparable advanced training in subject area
2. Minimum of three years teaching experience preferred.
3. Demonstrated interest or successful experience coordinating and implementing curriculum, instructional and assessment initiatives.
4. Demonstrated ability to work with people and to build consensus.
5. Ability to communicate effectively orally and in written correspondence

Responsibilities:

1. Conduct regular department meetings, including facilitating, planning, note taking, setting and sharing agendas, notes, and reports for team and administration.
2. Act as the communication liaison for the grade level, including back and forth dialogue with administration and team and coordinating website updates.
3. Facilitate the analysis of MCAS, PARCC, MAP, DDMs and other assessment results and oversee the development and implementation of appropriate curricular and instructional changes into an action plan to drive improvement in overall student performance.
4. Assist in recruitment, screening, hiring, training and assigning of grade level personnel.
5. Maintain an up-to-date inventory, preferably electronically, of all assigned grade level materials. Inventories are to include, but not be limited to, textbooks, supplies, hardware, software, and other equipment that are specific to the grade level.
6. Facilitate team members' consistency with home-school communication, curricula, grade level supplies.
7. Provide input outlining professional development to meet the needs of the students and faculty in the grade level.
8. Facilitate communication with outside community groups.
9. Assist the administration with the scheduling of staff and students

Term of appointment:

The teacher chosen for this stipend will serve for one year at which time he/she may apply for reappointment. The principal will assess the effectiveness of the department chair annually with respect to the performance on the responsibilities.