

Middle School Team Leader

Branchburg Township School District

Branchburg, New Jersey

- I. Title:** Middle School Team Leader
- II. Qualifications:**
 - Teaching Certification
 - Member of Team
- III. Reports To:** Building Principal (with dotted line reporting to K-8 Supervisors)
- IV. Job Goal:** To provide the leadership and expertise needed to make the teaching team most effective in its positive influence on each student.
- V. Performance Responsibilities:**
 - Coordinates all activities of the team.
 - Chairs team meetings and sees to it that an agenda is developed and items are covered, the meetings start and conclude on time, and the team report book is completed as a record of team planning and accomplishing team goals.
 - Helps team members implement middle school philosophy.
 - Facilitates team discussions so all members of the team are involved in the decision-making process.
 - Establishes consensus for needed decisions.
 - Coordinates involvement of resource personnel – guidance, child study team, curriculum staff, administration, nurse, etc.
 - Informs special area teachers of team activities.
 - Assumes responsibility for the continual improvement of the quality of instruction of the team.
 - Facilitates team planning to coordinate with the instructional program. Looks for “natural” opportunities to integrate skills and knowledge across the curriculum. Facilitates correlation of content as well as skills.
 - Assists team with selecting particular skills for emphasis.
 - Works with guidance to schedule team conferences with parents.
 - Coordinates interdisciplinary units of study with the teaching team.
 - Encourages team members in the use of new methods and materials.
 - Helps team members see opportunities for flexible scheduling and the need to regroup students.

- Provides assistance for substitute teachers, especially in the case of a long-term substitute.
- Handles and/or delegates the responsibility for the paperwork of the team.
- Facilitates an annual team self-evaluation to continually enhance communication and functioning among the members of the team.
- Participates as a member of the Faculty Advisory Council, I&RS, Pyramid of Intervention, serving as the link between administration and members of the team.
- Monitors the achievement of team goals.
- Serves as adviser and counselor to all student teachers assigned to the team.
- Assists with the master schedule, resource schedule and any individual teacher scheduling problems.

VI. Terms of Employment:

- Appointment annually by recommendation of principal.

VII. Stipend:

- Stipend amounts are dependent upon the terms of the agreement between the Board of Education of the Township of Branchburg and Branchburg Township Education Association

Board of Education Approved: June 1, 2012

Revised: November 5, 2020