

Pre-K-5 Team Leader

Branchburg Township School District

Branchburg, New Jersey

- I. Title:** Pre-K-5 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:**
 - The educators who serve in this very important role are expected to coordinate and lead the work of their team.
 - They will work closely with and report directly to the building principal.
 - Team leaders serve as contributing members of the principal's leadership team.
 - Participates as a member of the Faculty Advisory Council, I&RS, Pyramid of Intervention (RtI), serving as the link between administration and members of the team.
 - Team leaders are expected to articulate and communicate to the administration faculty questions, needs, and concerns, while at the same time communicating and explaining the rationale and specifics of the administration's plans and initiatives to the faculty. In short, the team leader serves as the key communication link between the administration and the faculty.
 - Team leaders are expected to enhance the capacity of their team to work interdependently to achieve common goals for which team members hold themselves mutually accountable.
 - In fulfilling the role of leading their team, team leaders are responsible for such functions as:
 - Leading the team in preparing and utilizing team norms,
 - Planning agendas for PLC teams, chairing grade-level meetings,
 - Serving as a direct communications link between the administration and the faculty,
 - Attending before and/or after-school meetings.
 - Guiding the work of PLC teams in analyzing and improving student learning data,
 - Seeking out and experimenting with best practices,

- Leading the collaborative development and attainment of learning improvement goals, and
- Identifying and communicating professional development needs.
- Team leaders must work continually to enhance the effectiveness of their team by ensuring that the team focuses on the development of 21st century skills instruction, authentic and embedded assessment, and differentiated instruction.
- Provides assistance for substitute teachers, especially in the case of a long-term substitute.
- Coordinates involvement of resource personnel – guidance, child study team, curriculum staff, administration, nurse, etc. – to support the needs of the whole child.
- Assist in the implementation of the district’s instructional programs by executing well-designed lessons based on student learning data and being willing to model effective teaching strategies within the classroom (classroom as a labsite).
- Assume a leadership role in technology usage as applied to curriculum and assessment.
- Assists in the coordination and management of technology resources at the school site
- Assist teachers in the classrooms as necessary with troubleshooting assignments/projects that involve technology
- Communicates with technology team for procedures and technology needs
- Complete work orders as assigned through the technology work order system
- Replace/Distribute toner to staff after toner replacement has been approved (assigned ticket) by technology

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: May 22, 2014

Revised: November 5, 2020