

## DELRAN TOWNSHIP SCHOOL DISTRICT

### High School Team Leader

Reports to: High School Principal

Job Goal: The High School Team Leader position is a non-supervisory, non-administrative position with a stipend. The Team Leader will work and plan cooperatively with the High School Principal and K-12 Supervisor in the curricular area to facilitate district educational initiatives as well as assist in providing and maintaining an effective, safe and enjoyable learning environment.

#### Performance Responsibilities:

1. Meet substitute teachers upon arrival and assist, as necessary, throughout the day.
2. Collect weekly lesson plans submitted by staff members on the curricular team.
3. Collect and collate departmental budget requests and submit to the appropriate supervisor within the established time constraints.
4. During the school year, submit requests for supplies, books, and other teaching materials to the appropriate supervisor.
5. Distribute incoming supplies and materials to the teachers.
6. Disseminate and collect beginning and end of year forms, as necessary and required; submit to the appropriate supervisor for review.
7. Work cooperatively with the supervisor to develop and implement activities for PCPEP days and periods.
8. Maintain appropriate records, as necessary and in accordance with board policy or state law.
9. Maintain continuity of ongoing educational initiatives; monitor implementation strategies as necessary and directed.
10. Serve as a liaison with teachers; communicate requests for information as necessary; collaborate as a team player with teaching colleagues, supervisors, and Administration.
11. Serve as a liaison between the school, parents, and community.

12. Perform other duties as assigned by the High School Principal and/or Superintendent.

Qualifications:

- \* Ability to read, analyze and interpret;
- \* Ability to calculate figures and amounts;
- \* Ability to work well with other people;
- \* Good verbal and written communication skills.

Certificates, Licenses, Registration:

Valid N. J. Teaching Certification in the curricular area.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**APPROVED BY THE BOARD OF EDUCATION: May 07, 2012**