

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/81	<u>LEADER, COOPERATIVE TEAM, MIDDLE SCHOOL</u>	1.8.6.2A
Effective Date	Job Title	Index

1. Primary Function: Provides leadership in cooperative planning among the teachers of a particular subject area.
  
2. Responsible to: Building Principal or Designee.
  
3. Assigned Responsibilities:
  - 3.01 Coordinates leadership in curriculum development and coordination.
  - 3.02 Provides curriculum information to the guidance staff to assist in the counseling program.
  - 3.03 Reviews and evaluates instructional materials.
  - 3.04 Communicates program to total teaching staff.
  - 3.05 Provides leadership in coordinating curriculum change to keep a balance and prevent unnecessary duplication.
  - 3.06 Monitors the achievement of the District curriculum objectives.
  - 3.07 Advises the principal in the selection of staff members, if requested.
  - 3.08 Makes recommendation for assignment and scheduling of teachers.
  - 3.09 Holds regular meetings with staff.
  - 3.10 Encourages staff regarding professional opportunities and obligations.
  - 3.11 Maintains inventory.
  - 3.12 Makes recommendations regarding building alterations and equipment needs.
  - 3.13 Develops budget in cooperation with the principal.
  - 3.14 Makes recommendations for purchase of textbooks and for the proper expenditure of textbook budget.
  - 3.15 Follows specified standards, policies, and procedures of the building and District.

Additional Responsibilities:

  - 3.16
  - 3.17
  - 3.18
  
4. Minimum Qualifications:
  - 4.01 Demonstrated leadership and organizational ability.
  - 4.02 Demonstrated knowledge of teaching strategies and curriculum in the involved area or grade level.
  - 4.03 Demonstrated knowledge in the techniques of instructional material evaluation.
  - 4.04 Demonstrated ability to develop performance objectives.

Additional Desirable Qualifications:

  - 4.05 Two years of teaching experience in involved area or grade level.
  - 4.06 Training or experience in communication skills.

Additional Qualifications:

  - 4.07
  - 4.08
  - 4.09

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- 5. Minimum Term of Employment: Teacher Contract.
- 6. Salary Level: Placement on Teacher Salary Schedule plus 5 percent of base differential.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(staff member)

Date \_\_\_\_\_