

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/10 Effective Date	<u>LEADER, TEAM ELEMENTARY</u> Job Title	1.8.3.1A Index
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1. Primary Function: Organizes and provides leadership for the instructional program of an elementary school. This teacher leader will work closely with the school staff, school administrators and district leadership to ensure a successful implementation of the instructional program.

2. Responsible to: Building Principal or Designee

3. Immediate Subordinates: Instructional or clerical assistants as assigned.

4. Responsibilities:
 - 4.01 Provides leadership and input in curriculum development and implementation.
 - 4.02 Provides leadership in coordinating curriculum alignment to keep a balance and prevent unnecessary duplication.
 - 4.03 Identifies, gathers, and interprets data which helps to facilitate decision making at the school.
 - 4.04 Disseminates and shares information on effective schools' research and research-based assessment practices which lead to student success.
 - 4.05 Participates in the development and implementation of the professional development plan for the school.
 - 4.06 Makes the recommendations to the Principal for assignment and scheduling of teachers and instructional assistants.
 - 4.07 Holds regular meetings with staff and serves as chairperson for committees, if requested. Models collaboration and support for PLC with focus on essential questions.
 - 4.08 Helps to maintain inventory.
 - 4.09 Assists in the review regarding budget priorities for the building.
 - 4.10 Assists in the review and evaluation of instructional materials.
 - 4.11 Makes recommendations regarding equipment, books, and supply needs.

5. Minimum Qualifications:
 - 5.01 Demonstrated leadership and organizational ability.
 - 5.02 Demonstrated knowledge of teaching strategies and curriculum in the involved area or grade level.
 - 5.03 Demonstrated knowledge in the techniques of instructional material evaluation.
 - 5.04 Demonstrated ability to develop performance objectives.

Additional Desirable Qualifications:

 - 5.05 Two years' teaching experience in involved area or grade level.
 - 5.06 Training or experience in communication skills.

6. Minimum Term of Employment: Teacher Contract.

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

Approved by: _____ Date: _____
(supervisor)

Received by: _____ Date: _____
(staff member)