

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/09 <small>Effective Date</small>	<u>LEADER, TEAM, MIDDLE SCHOOL (HALF-TIME)</u> <small>Job Title</small>	1.8.3.2A <small>Index</small>
---------------------------------------	--	----------------------------------

1. Primary Function: Organizes and directs the instructional program of a secondary subject matter area or areas.
2. Responsible to: Building Principal or Designee.
3. Immediate Subordinates: Instructional or clerical assistants as assigned.
4. Responsibilities:
 - 4.01 Advises the principal in the selection of staff members, if requested.
 - 4.02 Presides over team meetings by:
 - 4.02.1 Providing leadership in establishing team goals for the year for the CSIP
 - 4.02.2 Facilitating integration of course content, skills, and interdisciplinary teaching units
 - 4.02.3 Assisting the team in assessing progress toward goals
 - 4.02.4 Involving all team members in discussions
 - 4.02.5 Encouraging open and honest communication among team members
 - 4.02.6 Solving problems and resolving conflicts that emerge on the team
 - 4.03 Serves as change agent by encouraging staff regarding professional development implementations and obligations.
 - 4.04 Maintains inventory.
 - 4.05 Makes recommendations regarding equipment needs.
 - 4.06 Develops departmental budget in cooperation with the principal.
 - 4.07 Keeps records of expenditures.

Additional Responsibilities:

 - 4.08 Attends building leadership team meetings.
 - 4.09 Attends district team leader meetings.
5. Minimum Qualifications:
 - 5.01 Valid Oregon teaching license.
 - 5.02 Demonstrated leadership and organizational ability.
 - 5.03 Demonstrated knowledge of teaching strategies and curriculum in the involved area or grade level.
 - 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.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/09	<u>LEADER, TEAM, MIDDLE SCHOOL (HALF-TIME)</u>	1.8.3.2A
Effective Date	Job Title	Index

- 6. Minimum Term of Employment: Teacher Contract.
- 7. Salary Level: Placement on Teacher Salary Schedule plus 3.5 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)