

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Title: **Team Leader for ELA, Team Leader for Math**

Responsible to: Building Administrator , ECI Administrator(s)

- Qualifications:
- Have taught, are teaching, or have a Master’s Degree in the specified area;
 - Certificated staff only;
 - Demonstrates an expertise in the subject area and firm grasp of child development and how students learn;
 - Understands, articulates and implements best practices related to specified area;
 - Demonstrates clear understanding of content standards and district curriculum;
 - Have after school time and ability to work with colleagues and building administrator(s);
 - Recommendation by principal/administrator(s);
 - Must have effective evaluations over the past 3 years;
 - Punctual and reliable with paperwork, duties and assignment; keeps accurate records;
 - Demonstrates professional demeanor and maintains appropriate boundaries;
 - Ethical and forthright, uses good judgment and maintains confidentiality with information;
 - Positive team player and contributes ideas, expertise and time to the overall mission of the school;
 - Listens thoughtfully to other viewpoints and responds constructively to suggestions and criticism.

- Major Responsibilities:
- Provide teachers with support/coaching needed to deliver quality instruction in the specified area;
 - Serves as a primary resource for classroom teachers in the specified area;
 - Assists teachers in implementing the curriculum;
 - Communicate with and make recommendations to the administrator(s) regarding the specified areas.

- Key Duties and Professional Responsibilities:
1. Provide support/coaching through modeling and co-teaching, and keeps a confidential relationship with those they coach;
 2. Provides feedback to teachers to support development of teaching practices;
 3. Provides appropriate non-evaluative instruction and assistance;
 4. Provides mini presentations or trainings/ turn-key pertinent information per administrators or based on needs identified by staff;
 5. Manages resources for specified area, ensuring usage and inventory;
 6. Fields questions regarding district benchmarks, and related data, directing inquiries to content leads as needed;
 7. Through coaching, assist with the implementation of site-based strategies and interventions relative to programs for at-risk learners;
 8. Collaborates with colleagues to create/revise assessments, plan units, share teaching ideas, and review student work;
 9. Regular attendance at team leader meetings and building based meetings;
 10. Serves as liaison between district content leads and building based departments to ensure mission and goals are communicated and achieved;
 11. Serves on the appropriate Curriculum Program Review Committee;
 12. Participate in on-going professional development with the support of the district;
 13. Assumes other responsibilities and duties within the context of the above major responsibilities and key duties.
 14. Any other duties as assigned by the Superintendent.

- Calendar:
- Substitutes may be provided as needed for ongoing coaching/training during the school day.
 - Teacher calendar plus up to five (5) additional days with additional negotiated pay when required and pre-approved by Central Services Directors and Supervisors.
 - Out of school meeting hours shall not exceed six hours a month. This does not include regular contractual Monday staff meetings.

Stipend per MEA Contract Item 4.4 - Compensation will be for team leaders and elementary/middle school subject leaders

Established: 1982

Revised: 1984, 2023