

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Team Leader/Department Head
Speech & PT/OT lead

LOCATION: Various Schools within
Division

JOB CATEGORY: Supplement

PAY GRADE: Supplemental Scale

FLSA: Exempt

IMMEDIATE SUPERVISOR:
Building Principal

GENERAL DEFINITION AND CONDITIONS OF WORK

Provides leadership to team teachers in curriculum and provides leadership in curriculum and instructional matters.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ◆ Provides overall general positive professional leadership to the team;
- ◆ Directs, stimulates, and engages team members in an effort to achieve maximum teaching performance;
- ◆ Assists in the orientation of new personnel, including the review of policies and procedures;
- ◆ Engages in continuous curriculum development which aligns with and reflects the Virginia Standards of Learning and division curriculum guidelines;
- ◆ Designs coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;
- ◆ Plans curriculum to meet the needs of the students, while maintaining academic standards;
- ◆ Demonstrates an understanding of curriculum, subject, and current instructional practices;
- ◆ Acts as a liaison between the team members and the building administration, central office staff, supervisors, and the Department of Education, as appropriate;
- ◆ Provides articulation and clarification of content area to team members;
- ◆ Continues to survey the needs of the team and provides opportunities for improvement;
- ◆ Schedules and conducts team meetings, as requested by building administrator(s);
- ◆ Creates an atmosphere of cooperation and understanding among team members;
- ◆ Develops awareness of available materials and provides leadership in the selection and use of materials;
- ◆ Works collaboratively with staff, administrators, parents, and community resources to support the success of a diverse student population;
- ◆ Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- ◆ Takes responsibility for and participates in a meaningful and continuous process of professional development;
- ◆ Serves on various leadership committees, as requested by building administrator;
- ◆ Works in a collegial and collaborative manner with peers, school personnel, parents, and the community to promote and support student learning;
- ◆ Complies with and supports school and division regulations and policies;
- ◆ Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- ◆ Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- ◆ Models non-discriminatory practices in all activities;
- ◆ Performs related duties as assigned by the administration in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of subject(s)/grade level taught; thorough knowledge of elementary, secondary or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students and parents.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board.

SPECIAL REQUIREMENTS

Candidate must be able to work effectively with staff members, team members, building administration, and parents and demonstrate leadership qualities. Candidate must possess good moral character. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Frequent contact with school personnel, parents, and members of the community is required.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the building administrator(s).