

**BARNSTEAD SCHOOL DISTRICT
Team Leader**

TITLE: Team Leader Appointed by Principal

QUALIFICATIONS:

- Minimum of Bachelor degree
- Teaching Certificate

REPORTS TO: Principal

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

COORDINATES: Staff members assigned by Principal

JOB GOAL:

To provide the leadership and expertise needed to make the teaching team maximally effective in its impact on each student and to work with building administrator in effectively communicating with all members of the faculty and staff via team meetings and faculty meetings.

PERFORMANCE RESPONSIBILITIES:

- Serves as a liaison between team members, principal and director of student services.
- Assists with the master schedule and any individual teacher scheduling.
- Encourages team members in the use of new methods and materials.
- Suggests in-service workshops that are deemed useful by the teachers of the team(s).
- Meets monthly with other team leaders and principal to discuss new materials and programs, evaluate present programs, and consider problems of mutual concern.
- Attends pertinent conferences and conventions.
- Meets bi-monthly with team members to discuss any concerns about our building/students.
- Keeps accurate records of meeting agendas and minutes.