

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** Pond Cove Teacher Leader

### **QUALIFICATIONS:**

#### **Education/Certification:**

- Maine certification as a teacher
- Masters degree completed or in process

#### **Special Knowledge/Skills:**

- Working knowledge of elementary curriculum, professional development and assessment
- Excellent skills in communicating and collaborating with staff

**REPORTS TO:** Principal of Pond Cove Elementary School

**JOB GOAL:** Promote the improvement of instruction, student and teacher learning.

### **PERFORMANCE RESPONSIBILITIES:**

The Team Leader's responsibilities shall include, but not be limited to, the following as requested and/or directed:

1. Observe in classrooms and meet with each grade level/department at beginning of year to become acquainted with each team.
2. Help connect teachers to internal and external resources for professional development.
3. Coordinate/facilitate learning opportunities at the teachers' requests.
4. Provide new teacher support.
5. Provide focused follow up (personal check-ins, program evaluation) to teachers implementing instructional initiatives.
6. Helping find resources related to instructional/changing practice needs (instructional support.)
7. Attend team meetings regularly and be a member of Team Leaders.

**Job Description**  
**Pond Cove Teacher Leader** (continued)

8. Stay abreast with current trends, research, information as they relate to identified needs and goals; share information with colleagues.
9. Cooperate with staff members and administration in promoting a positive organizational climate.
10. Meet regularly with principal.
11. Assist with inter-grade level activities (student level.)

**TERMS OF EMPLOYMENT:**

Work days same as teachers. Stipend in accordance with recommendations established by the Superintendent of Schools.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly action plans and job goals are met. The Pond Cove Principal will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: November 14, 2006