

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions – Co-Curricular

TITLE: Pond Cove Instructional Team Leader

QUALIFICATIONS:

- Must have successfully completed at least three years of teaching experience
- Successfully completed two years experience at Pond Cove (preferred)
- Ability to define problems, collect, review and analyze data, establish facts and draw conclusions
- Strong skills in data collection and analysis of formative and summative data sources
- Excellent leadership, facilitation, organization, and oral and written communication skills
- Knowledge of up to date research and evidenced based practices in child development, instructional strategies and classroom management, and how to access the professional resources
- Knowledge of school curriculum, assessment and instruction
- Demonstrate a willingness to share resources, materials and expertise to support colleagues to improve their practice
- Demonstrated positive interpersonal skills, success as a creative problem solver and success as a reliable team member
- Ability to work with students, teachers and school leaders, and committed to collaboration with all stakeholders for the benefit of students

REPORTS TO: Principal and Assistant Principal

SUPERVISES: NA

JOB GOAL:

Contribute to the improvement of instruction in the school by encouraging teachers to learn together and from one another. As part of the instructional leadership team participate in effective data-based inquiry, guide colleagues to make instructional decisions informed by the professional knowledge base, support effective instructional practice, and cultivate a professional culture of shared ownership for student learning in the school.

PROFESSIONAL RESPONSIBILITIES:

- Provide leadership in the collection and analysis of data
- Lead the creation and implementation of team and grade level goals
- Facilitate team discussions about improving instructional practices and strategies

- Support the maintenance of effective practices for monitoring student progress
- Lead discussions about improvement of curriculum, instruction and assessment
- Provide the necessary guidance, encouragement and support for team development
- Attend all Instructional Leadership team meetings
- Collaborate with the Instructional Leadership team and other colleagues to address team, grade-level and instructional issues
- Collaborate with the Instructional Leadership team and SST to develop priorities for social-emotional and academic improvement
- Using PLC norms, plan and facilitate weekly team meetings incorporating professional learning conversations regarding the evaluation of student growth and instructional strategies
- Support new team members who transition to his/her new grade level
- Assist in facilitating school-wide professional development (i.e., faculty meetings, early release days, leading a book group, etc.)

TERM OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association bargaining agreement.

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 job goals are met. Pond Cove Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal 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 the present time or in the future.

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions – Co-Curricular

TITLE: Pond Cove Organizational Team Leader

QUALIFICATIONS:

- Successfully completed at least three years of teaching experience
- At least two years experience completed at Pond Cove preferred
- Demonstrated leadership abilities
- Excellent organizational, oral and written communication skills
- Demonstrated positive interpersonal skills
- Demonstrated success as a creative problem solver
- Demonstrated success as a reliable team member
- Ability to work with students, teachers and school leaders, and committed to collaboration with all stakeholders for the benefit of students

REPORTS TO: Principal and Assistant Principal

SUPERVISES: NA

JOB GOAL:

Contribute to the communication and organizational decision-making process at Pond Cove School

PROFESSIONAL RESPONSIBILITIES:

- Schedule regular team meetings, using team protocol that includes: agenda, facilitator, record keeper, and timekeeper.
- Maintain any necessary documentation and communicate with building leadership
- Organize and delegate how team members will accomplish necessary routine tasks
- Facilitate and coordinate grade level ordering process for supplies and materials
- Attend and actively participate in Organizational Team Leaders meetings
- Communicate Organizational Team Leaders meeting information to grade level colleagues
- Maintain an updated grade-level/team calendar of events, projects and deadlines and communicate them to office and administration
- Communicate grade level/school wide concerns to administration
- Welcome substitute teachers and orient them to classroom and school, as needed

TERM OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association bargaining agreement.

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 job goals are met. Pond Cove Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal 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 the present time or in the future.

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions – Co-Curricular

TITLE: Pond Cove Student Support Team Member

QUALIFICATIONS:

- Successfully completed at least three years of teaching experience
- At least two years experience completed at Pond Cove preferred
- Demonstrated positive interpersonal skills
- Demonstrated success as a creative problem solver
- Demonstrated success as a reliable team member
- Knowledge of RTI process
- Ability to work with students, teachers and school leaders, and committed to collaboration with all stakeholders for the benefit of students

Representation from the following categories: Social Emotional Support (Guidance or Social Work), Literacy Specialist, Math Specialist

REPORTS TO: Principal and Assistant Principal

SUPERVISES: NA

JOB GOAL:

Work as part of a team to oversee the Response to Intervention (RTI) process at Pond Cove. Participate in effective data-based inquiry, guide colleagues to make instructional decisions informed by the professional knowledge base, and cultivate a professional culture of shared ownership for student learning in the school.

PROFESSIONAL RESPONSIBILITIES:

- Attend and actively participate in SST meetings
- Consult with classroom teachers and other specialists, as needed
- Collaborate with colleagues to analyze student data to identify student needs across the school
- Document student discussion notes, and communicate with SST leader and classroom teacher
- Serve as a resource for colleagues looking for assistance with the RTI process
- Collaborate with the Instructional Leadership team to identify areas for instructional improvement to support all students

TERM OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association bargaining agreement

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 job goals are met. Pond Cove Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal 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 the present time or in the future.