

**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

**POND COVE INSTRUCTIONAL TEAM LEADER**  
Cape Elizabeth Schools Job Description – Co-Curricular

- 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:**

Applicable terms of the Cape Elizabeth Education Association 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.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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.

APPROVED: \_\_\_\_\_