

DRAFT 4/30/15

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: 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.

ADOPTED: _____