

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: TEAM LEADER/PROGRAM COORDINATOR FOR HIGH SCHOOL

GENERAL DESCRIPTION: Team Leader/Program Coordinator is included in the Teachers' Agreement under Supplementary Compensation. The team leader/program coordinator holds an important position of leadership and responsibility within the school. The team leader/program coordinator must be flexible and responsive to team and school needs. Candidates will be interviewed by the school administration. Team leaders/program coordinators will be appointed for a one-year term and assessed by the team and school administration during this term. This position may require one before-school or after-school meeting per week with the administration and other team leaders/program coordinators.

QUALIFICATIONS:

1. Knowledge of curriculum, instruction, and assessment
2. Knowledge of school budget process
3. Strong communication skills
4. Good organizational skills
5. Ability to analyze school and student data
6. Ability to facilitate cooperation within the team
7. Ability to work cooperatively with school staff and administration

CLASSIFICATION: This position is designated as a teacher stipend position subject to the Teachers' Collective Bargaining Agreement and School Board Policy.

REPORTS TO: School Principal

PERFORMANCE RESPONSIBILITIES:

1. Advocates for the team/program.
2. Serves as the team representative to the Faculty Advisory Council attending weekly meetings.
3. Ensures effective communication within the team/program, with the school administration, staff, and parents.
4. Facilitates monthly team meetings with an agenda and minutes, and provides those to school administration.
5. Works with team to establish norms, goals, and success indicators to be addressed by team and administration.
6. Helps implement school and team programs.
7. Facilitates the development of the team/program budget, submitting requests in the fall, and drafting purchase orders in the spring.
8. Coordinates the distribution of materials and supplies to the team.
9. Carries out other duties as assigned by the School Principal.

STIPEND: Supplementary compensation in addition to teacher salary schedule per Teachers' Agreement. Team Leader/Program Coordinator will receive a written contract.