

## **HAMILTON LOCAL SCHOOLS JOB DESCRIPTION**

**Position:** MS Team Leader / Department Chair

**Reports to:** Building Principal

**Employment Status:** Regular/Supplemental

**FLSA Status:** Exempt

**Description:** Promotes and nurtures the education of the team members by planning and tailoring team meetings; monitoring academic reports and information, assisting with and correcting academic team efforts; serving as liaison with the PAC (Principal's Advisory Committee) team; communicating team efforts within the staff; keeping parents informed.

**NOTE:** The below lists are not ranked in order of importance

### **Essential Functions:**

- Communicates information from PAC meeting to team members.
- Monitors and assists team members with interim and report card data entry.
- Communicates information concerning parents, students, staff, and community to team members.
- Develops and presents quality lesson plans to the team by using a variety of techniques, including lectures, projects, exhibits, field trips, audiovisual and library resources, computers, and the internet.
- Monitors and assists team members with keeping websites up-to-date, posting homework to Progress Book, and entering grades into Progress Book regularly.
- Works with other department team leaders and teachers to develop and maintain systems to track student progress and regroup students for intervention.
- Plans, leads, and sends reports to administration on weekly curricular meetings and department meetings.
- Leads department break-out groups from Staff In-services and sends reports back to administration.
- Ensures short cycle assessment reports are submitted and on time.
- Ensures short cycle assessments are submitted in a timely manner for scanning.
- Intervenes when achievement declines by mentoring team members with academic difficulties; drawing on best practices and providing resources for additional academic assistance.
- Updates team members' knowledge by attending faculty meetings, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Enhances school's reputation by accepting ownership for accomplishing new and different requests and exploring opportunities in order to add value to job accomplishments.

### **Qualifications:**

