

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
K – 5 Team Leader

Purpose:

The job of the K – 5 Team Leader was established for the purpose(s) of serving as a liaison between the Department of Student Learning and the instructional staff in the elementary school; promoting the district's curriculum and instructional programs at the building level; and collaborating with the principal and other teachers on the building leadership team.

This is a stipend position as defined in the Professional Agreement between the Board of Education and the Arlington Teachers' Association. The position is a two-year term and candidates will be able to submit an application or reapply at the end of the two years.

Reports to: The K – 5 Team Leader is under the direct supervision of the Building Principal.

Qualifications:

1. Currently employed as a K – 5 teacher in District 25 (active status)
2. Successful teaching experience in an elementary school district
3. The candidate demonstrates:
 - a high level of commitment to and enthusiasm for the District's vision;
 - leadership skills and the ability to work closely and cooperatively with fellow team members, other building staff members, building administrators and the Department of Student Learning;
 - a strong insight and understanding of the needs of elementary aged students;
 - the ability to work collaboratively with diverse groups
 - the ability to communicate effectively (written and oral) with diverse groups (i.e. staff, parents, and community members).

Compensation: Compensation information is available in the Professional Agreement between the Arlington Teachers' Association and the Board of Education.

Performance Responsibilities:

- Works closely and cooperatively with other teachers to develop, maintain, implement, and assess the district's instructional programs
- Schedules, coordinates, and attends regular team meetings at the building site
- Maintains notes/records for the successful operation of the team
- Allows for and participates in collaborative decision making within both the team and the school environments
- Assists with the communication of building and district policies, decisions, and related announcements to team members
- Assists with the creation and coordination of building schedules as may be necessary for the efficient operation of the elementary school program
- Maintains an accurate inventory of materials and supplies necessary to effectively support instruction
- Works cooperatively with the building and district administration to ensure the effective operation of the team;
- Serves as a representative on building and/or district level committees as requested by the building principal;
- Assists with the articulation of instructional programs among elementary schools and with the middle schools;
- Attends all required meetings as determined by the building principal in coordination with the building leadership team; and
- Assists with the planning, facilitating/leading professional development and school improvement activities (during building meetings, SIP Days, and Institute Days).