

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

Job Description
Middle School Team Leader

Purpose:

The job of the Middle School Team Leader was established for the purpose(s) of promoting the integration of instructional programs at the building level; facilitating team problem solving and the monitoring of the academic success of all students on the assigned team; 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 Middle School Team Leader is under the direct supervision of the Building Principal

Qualifications:

1. Currently employed as a middle school teacher in District 25 (active status) – preference will be given to tenured teachers
2. Successful teaching experience in a middle school
3. The candidate demonstrates:
 - a high level of professional commitment to the District's vision and areas of academic focus;
 - 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 middle school 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).
4. Candidates must be willing to make a two-year commitment to serving in this position

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 the building principal and other school staff members to facilitate team problem solving and student success;
- Coordinates and facilitates daily team meetings;
- 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 middle school program;
- Assists with the development and updates of any necessary communication between the team and students, parents, and/or community;
- Coordinates and conducts team conferences with students and/or parents;
- Serves as a representative on building and/or district level committees as requested by the building principal
- Provides schedules for new students as they enter the school either at the beginning or during the school year;
- Works cooperatively with the building and district administration to ensure the effective operation of the team;

- Facilitates the articulation of student information with the district's elementary schools, middle schools and high schools and also within the building between grade level teams;
- Assists with the integration of instructional programs at the building level; and
- Coordinates Advisory, documents Advisory activities and communicates Advisory plans to other teams;
- Attends all required meetings as determined by the building principal in coordination with the building leadership team.