

DODGE CITY MIDDLE SCHOOL

Team Leader Responsibilities

Team Leader Roles

Team leaders will meet once a month to go over goals and procedures for the development of effective teams. The emphasis of the team leaders monthly meetings will be to develop strong middle level



instructional practices, as well as the establishment of exemplary practices that support the teaming process.

These goals can only be accomplished by the team leader fulfilling six major roles of responsibilities that include: 1.) providing assistance to team members; 2.) developing curriculum integration within the common core subjects; 3.) helping team members manage student focused behavior; 4.) meeting the diverse needs of middle level students; 5.) managing technology resources; and 6.) organizing effective school wide communications.

Effective Communications

Team leaders provide leadership in establishing goals, preside over meetings and define effective communications by facilitating discussions. Effective communications as a team leader is defined as the unique ability of involving all team members in discussions and provide consensus to reach decisions where appropriate. Another major role of the team leader in establishing good communications is to ensure that other constituencies in the school are included in the results of team decision making. Team leaders are responsible in communicating with the administration, faculty, other teams, guidance counselors, nurse, parents and students on weekly team decisions that affect students and school operations. This communication is done orally through a team liaison person and in written form through letters, e-mails, team meetings minutes and team publications on the school wiki.

Team Agenda

Team leaders need to ensure that an appropriate amount of team planning time is devoted to ways of meeting the social and emotional needs of students as well as their academic needs. Team leaders are responsible for setting the team meeting agenda that includes a student centered focus, the improvement of instructional practices through professional development opportunities, and provide opportunities to blend common core standards into all areas of the curriculum. The team agenda should reflect individual academic performance, and the collaboration of curriculum practices that is appropriate for young adolescents.

Curriculum

Team leaders play a key role in focusing discussions on improving the curriculum for students. They are responsible for facilitating the integration of common core units through skill development on a regular basis by establishing and maintaining student performance data. Team leaders must recognize opportunities for curriculum integration and be willing to bring this opportunity to the attention of team members.

Professional Development

Team leaders must be consistently concerned with the professional development of team members. The team leader must work with all members of the team to help them perform at the top of their ability. These professional development opportunities should include, ways to integrate technology into instructional practices, assessing walkthrough data for growth in instruction, readings and discussions of artifacts that support effective teaming and adolescent development and the use of open ended formative assessments that support higher levels of cognitive development.

Student Centered

Helping team members develop common requirements in conjunction with their students and then encouraging consistency in applying these procedures is an important function of the team leader. Team discussions on behavior initiated by the team leader will help teachers in classroom management skills to gain confidence in this area. They also oversee the coordination of student led conferences that provide students with the opportunity take responsibility for their own learning. Team leaders provide knowledge of adolescent development and the overall social well being of all students assigned to the team. The team leader gives guidance to activities that support the development of the schools advocacy plan and works in conjunction with the school counselor to ensure the goals of the advocacy plan are met.

Team Leader Meetings

Team leaders meetings will be held with the building principal, counselors, and instructional coaches on the second Tuesday of the month. The meetings will be held at 7:30 A.M. in the Media Center conference room. Team Leaders meeting agendas will be posted electronically on Cardinal Spaces prior to each meeting. Team leaders should bring their laptops to each meeting for the purpose of reviewing documents and agendas. Team leaders are also responsible in posting on Cardinal Spaces team celebration ideas on the Friday prior to the second Tuesday of each month. These ideas will be the talking points for the continued development of effective teaming practices that focus on students, curriculum and staff development. The following dates for the 2012 – 2013 school year have been set aside for regularly scheduled team meetings.

