

JOB DESCRIPTION – POD, TEAM, FACULTY ADVISER & DEPT. CURRICULUM LEADER

**JOB TITLE:** Team Leader  
**DEPARTMENT:** Chequamegon School District  
**REPORTS TO:** Building Principal  
**WORKERS SUPERVISED:** None

**POSITION SUMMARY:** Team Leaders maintain a full-time weekly teaching load that includes responsibilities in areas of communication, coordinating administrative support, coordination and leadership.

**QUALIFICATIONS:**

**Education:** Four - year bachelor's degree relative to teaching assignment.  
**License/Certification:** Licensed by the Wisconsin Department of Public Instruction in the areas of study assigned.  
**Experience:** Any other alternative to these qualifications as the Board of Education may find appropriate and acceptable.  
**AODA Statement:** The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

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**ESSENTIAL JOB FUNCTIONS/TASKS:**

**Communication**

1. Establish and maintain effective working relationships with teachers and administration.
2. Provide feedback to teachers and administration regarding various effective approaches/techniques.
3. Is instrumental in promoting positive morale amongst teaching staff.
4. Meets with administration to provide feedback on efforts, projects and leadership needs.

**Leadership**

1. Leads by example, is willing to mentor teachers in identified areas.
2. Organize and promote interest in pod, team or department initiatives.
3. Collect effective ideas and techniques to share with others.
4. Schedule department pod or team meetings, collaboratively set agenda with members.

**Coordination**

1. Work closely with Principal to identify teaching objectives.
2. Plan and facilitate activities to support teaching curriculum.
3. Monitor activities to ensure school district objectives.
4. Ensure completion of department, pod, or team outcomes.

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**ESSENTIAL REQUIREMENTS:**

**Education and Training** — Knowledge of principles and methods for teaching and instruction for individuals and groups.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Communications** — Knowledge of communication and dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual media.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

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**Competencies:**

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Speech Recognition** — The ability to identify and understand the speech of another person.

**Written Comprehension** — The ability to read and understand information and ideas presented in writing.

**Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

**Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

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**Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date