

**RUMSON SCHOOL DISTRICT**  
**Rumson, New Jersey**

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**TITLE:** TEAM LEADER

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

\*As defined in N.J.A.C. 6A:9-9 Instructional Certificates

**REPORTS TO:** Principal/Designated Administrator

**PRIMARY FUNCTION:**

1. Acts as a liaison between the administration and the grade/subject level team, supporting school and district programs, procedures, and events.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. The team leader shall facilitate the planning for team and instructional activities involving all classes at that grade level.
2. The team leader will chair team meetings, prepare agendas, keep a record of meetings for each team meeting, share agendas and notes with administration, and follow up with administration and/or other teams as appropriate.
3. The team leader will facilitate the coordination of testing, pupil evaluation, and grouping of pupils at that grade level.
4. The team leader will facilitate the coordination of activities for special programs, field trips, and assemblies for that grade level.
5. The team leader will facilitate professional learning community goals, in coordination with administration, for that grade level.
6. The team leader will be a member of the Team Leader PLC, composed of administration and team leaders.
7. The team leader performs other duties within scope of his/her employment.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the CBA.

**ANNUAL EVALUATION** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation.

Approved:

**LEGAL REFERENCES:**

N.J.S.A. 7F	Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:25-4	School register; keeping
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for noncitizens

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**TEAM LEADER** (continued)

**LEGAL REFERENCES:**

N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.A.C. 18A:37	Discipline of pupils
N.J.A.C. 6A:7	Managing for equality and education in education
N.J.A.C. 6A:8	Standards and assessment
N.J.A.C. 6A:9	Professional licensure and standards
See particularly:	
N.J.A.C. 6A:9-3.3	Professional standards for teachers
N.J.A.C. 6A:9-5	General certification policies
N.J.A.C. 6A:9-8	Requirements for instructional certificate
N.J.A.C. 6A:9-9.1	Authorizations-general
N.J.A.C. 6A:9-9.2	Endorsements and authorizations
N.J.A.C. 6A:9-15	Required professional development for teachers
N.J.A.C. 6A:16	Programs to support student development
N.J.A.C. 6A:32-4 et seq.	Employment and supervision of teaching staff
See particularly:	
N.J.A.C. 6A:32-4.1	Employment of teaching staff
N.J.A.C. 6A:32-4.2	Full-time employment of teachers
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff
N.J.A.C. 6A:32-5.1	Standards for determining seniority
N.J.A.C. 6A:32-6 et seq.	School employee physical examinations
N.J.A.C. 6A:32-7 et seq.	Student records
N.J.A.C. 6A:32-8 et seq.	Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.