

job description

**BOARD OF EDUCATION
DENVER**

Position: Instructional Team Leader

Responsible To: Principal

Goal: To plan and coordinate all activities related to grade level or area for the improvement of instruction

Duties and Responsibilities:

- 1. To establish an agenda for and conduct team meetings.**
- 2. To maintain and submit minutes of team meetings to the Principal**
- 3. To confer with administrators, other team leaders, and other teachers on a regular basis**
- 4. To participate in vertical articulation meetings with elementary, middle, or high school staff**
- 5. To develop and participate in team self-evaluations twice yearly**
- 6. To assist in planning for grade level team activities**
- 7. To assist in the budgeting for, selection, and ordering of materials and supplies**

ADOPTED: June 1, 2009