

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: MANAGEMENT TEAM LEADER

REPORTS TO: Assistant Superintendent/Program Supervisor

QUALIFICATIONS: Teacher certification
Excellent organizational and communication skills
Ability to develop a departmental budget
Understanding of curriculum development
Understanding of schedule development
Required criminal background check and proof of US citizenship
or legal resident alien status

GENERAL DUTIES: Assist in coordinating system-wide program, and provide leadership for the programs and special projects

JOB GOAL: To provide leadership for efficient program operation

PERFORMANCE RESPONSIBILITIES:

1. Assist in providing leadership for professional development activities.
2. Develop tentative system-wide budget in the program area (supplies, equipment, repair, etc.) and keep staff aware of the budget process.
3. Meet with teachers in the program area to share information and receive input.
4. Assist in initiating and approving purchase orders.
5. Maintain district inventories of department texts, equipment, supplies, and other instructional materials.
6. Chair special projects.
7. Develop a calendar of system-wide events and activities.
8. Chair committees for curriculum development and revision.
9. Disseminate information on trends in education related to the program area.
10. Prepare reports indicating the needs, accomplishments and plans in the program area.
11. Provide leadership for textbook selection.
12. Identify future needs and directions for the program area.
13. Monitor system-wide co-curricular activities.
14. Maintain liaison with district building principals concerning program matters.

Management Team Leader (continued)

15. Assist in district-wide testing as related to the program area.
16. Perform other responsibilities as may be assigned by the assistant superintendent.

Approved: 1/23/03

Approved: 5/12/09

Revised: 9/24/09