

**Cabell County Schools**  
**Job Description**  
**Department Curriculum Leader**

<b>Position:</b>	Department Curriculum Leader
<b>Supervisor:</b>	Principal/Assistant Principal
<b>Salary:</b>	As per Cabell County pay schedule
<b>Job Description:</b>	The team leader will be the liaison between the members of the academic team and the school administration.

**Qualifications:**

1. Hold a valid West Virginia Teaching Certificate.
2. Hold -a current assignment in the school where Team Leader is located.
3. Be a teacher in the appropriate grade level and a member of the team where vacancy exists.
4. Satisfactory evaluations for the immediate preceding two years.
5. Knowledge and use of a variety of successful teaching strategies.
6. Demonstrated ability to lead others and resolve potential conflict.
7. Evidence of organizational skills and ability to meet deadlines in a timely fashion.
8. Must be available for before/after school curriculum meetings.
9. Demonstrated current involvement in professional development activities including 21<sup>st</sup> Century skills.

**Job Expectations/Responsibilities:**

1. Work with the principal of his/her designee to assure that each student on his/her team is scheduled appropriately in their core classes.
2. Meet with the principal at designated times before or after school to discuss issues pertaining to the school mission, goals, strategic plan, and overall school program.
3. Serve on the school curriculum committee and serve as a liaison to assigned curriculum supervisor.
4. Serve on the school budget committee.
5. Preside over daily team meetings and assure that teams have a daily agenda, daily team minutes, and appropriately schedule conferences with students and parents. Submit a copy of team minutes to the principal on a weekly basis.
6. Assure creation of and actively promote interdisciplinary units designed and implemented by his/her team.
7. Coordinate SAT referrals.
8. Develop and monitor SAT and/or 504 Plans.
9. Other duties and responsibilities as assigned by the principal.