

Prodeo Academy
Grade Team Leader
Position Description

Job Title Grade Team Leader
Primary Purpose The Grade Team Leader will provide leadership, mentorship and direction to teachers on their grade level. The Grade Team Leader is a liaison between the administration and teachers, and is a member of the school leadership team. The Grade Team Leader provides professional feedback to administration and members of his/ her team. The Grade Team Leader organizes grade-wide events, ensures all teachers on the team are prepared to teach each day and analyzes grade wide student data. The Grade Team Leader is a role model of professionalism and positivity and leads their team to fulfill the school's mission of closing the achievement gap each day.

Reports to: Leadership Team
Receives Direct Reports From Teachers/Instructional Staff
Provides Work Direction To Teachers/Instructional Staff

Representative Responsibilities of the Position

Demonstrates exemplary teacher leadership:

- Collaborates with grade/lead planners teams to plan units, lessons and assessments; regularly share feedback.
- Is a model of outstanding instruction.
- With support from the Academic Dean, establishes grade team goals and keep goals at the forefront of all conversations and meetings
- With support from the Academic Dean, tracks data in order to drive improvements and raise areas of concern

Facilitates excellent weekly meetings:

- Develops weekly agenda
- Works with team to define norms and upholds them at all times
- Identifies when team is off-task and can easily guide the team back
- Ensures all team is prepared for weekly meetings with lesson plans and materials, is comfortable giving feedback when team is unprepared

Serves as an active member of the school leadership team

- Participates in monthly leadership team meetings.
- Attends 2 days of professional development during the summer (before Staffwide Training)
- Works closely with the Academic Dean to monitor student achievement
- Works closely with the Dean of Culture to monitor student behavior
- Models professionalism at all times; is available to meet afterschool to problem-solve, thought-partner and share; is a positive presence in the building

- Is a resource for new team members (including substitutes); checks in regularly, answers questions, engages other team members to support as needed
- Has a system for managing deadlines and paperwork; regularly guides team to look ahead at upcoming deadlines; has direct conversations with team members who are habitually not meeting deadlines.
- Is flexible and supportive of new initiatives from the leadership team
- Plans and organizes grade wide events (works with the Director of Operations to plan Field Trips and other events that may impact the school's operations)

Desired Skills and Characteristics:

- A commitment to Prodeo Academy's mission, deep love of content and curriculum, and an unwavering belief that all students can and will succeed.
- Track record of exemplary instructional and classroom management skills, including meeting extremely high standards for student achievement
- High level of personal organization and planning.
- Excellent communication skills with diverse constituents (teachers, parents, children) clear writer, facilitator and public speaker.
- Proven ability to proactively lead by example, and seeks out feedback.
- Team player: maturity, humility, strong work ethic, follow-through, sense of humor, willingness to respond positively to feedback and a "roll-up-my-sleeves" attitude.
- Mastery of and enthusiasm for subject matter.

Qualifications

- At least 2 years of teaching experience with a record of high student achievement.
- Experience leading adults.