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Job Title: Guiding Coalition Team Leader – Stipend Position
 Department: Dover Elementary Schools, Dover Middle School, and Dover High School
 Reports To: School Principal
 Prepared Date: May 3, 2024

Summary:

The Dover School District is dedicated to guaranteeing that every student achieves high levels of learning. This means students mastering essential academic skills, knowledge, and behaviors necessary for success. Guiding Coalitions, consisting of administrators and team leaders, are crucial in shaping and directing the Multi-Tiered System of Supports (MTSS) at the school level.

Essential Duties and Responsibilities of a Team Leader:

Responsibilities of a Guiding Coalition Team Leader include the following. Other duties may be assigned, in consultation with ~~effected~~ affected parties, building principal, and the Dover Teachers' Union (DTU).

1. The Guiding Coalitions will meet no more than twice monthly, and meetings will be scheduled by the school principal. There may be a need to schedule additional meetings as deemed necessary by the principal.
2. Through the consensus process, help develop and execute the school's mission of collective responsibility for all students.
3. Assist with the creation of a master schedule that provides sufficient time for team collaboration, core instruction, supplemental interventions, and intensive intervention.
4. Advise the principal in coordinating schoolwide resources to best support core instruction and interventions, ensuring all students have access to grade-level core instruction.
5. Assist with the articulation of essential learning outcomes across grades levels, courses, and/or subjects.
6. Assist with leading the school's universal screening efforts.
7. Assist with leading the school's efforts at Tier 1 for schoolwide behavioral expectations.
8. Assist in ensuring that sufficient, Tier 2 and Tier 3 interventions are provided for students in need of supplemental and intensive support in essential standards and/or universal skills in reading, writing, number sense, motivation, attendance, and behavior.
9. As a member of the Guiding Coalition, collectively monitor schoolwide evidence of student learning, including determining the effectiveness of Tiers 1, 2, and 3 while continuously fostering a school culture in which the faculty and staff strive to increase learning for all students by analyzing data.
10. As a member of the Guiding Coalition, learn and then share with faculty and staff research-based best practices that align with continuously increasing learning for all students.

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11. As a member of the Guiding Coalition, a Team Leader represents the views and ideas of their grade level team and/or department while also serving as a two-way communication link between their team and Guiding Coalition.

Supervisory Responsibilities: None.

Competencies:

To perform the position successfully, an individual should demonstrate the following competencies:

1. Strong communication and interpersonal skills.
2. Expertise in content specific areas, such as literacy, mathematics, or subject specific content.
3. Expertise in curricular design (i.e., UDL or UBD), assessment, differentiation, instruction, or instructional systems.
4. Able to gather and analyze information such as data.
5. Adopt a solution oriented and collaborative approach to work effectively in a team.
6. Demonstrate flexibility and adaptability in a dynamic educational environment.
7. Commitment to continual learning and improvement.
8. Demonstrate confidentiality and ethical conduct.
9. Demonstrate cultural competency and sensitivity.

Qualifications:

To perform this position successfully, an individual must be able to perform each responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

Education and/or Experience:

Team Leaders ~~will need~~ are required to be licensed in their area of professional practice.

Technology Skills:

To perform this position successfully, an individual should be able to communicate and respond in a digital environment.

Certificates, Licenses, Registrations:

Qualified Team Leaders will hold a license issued by the New Hampshire Department of Education (NHED) or the appropriate licensing association.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

While performing the responsibilities of this position, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential responsibilities of this position. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

The noise level in the work environment is usually quiet to moderate.

Dover School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage candidates of all backgrounds to apply.

Note: This job description is intended to provide a general overview of the responsibilities of the position and is subject to change based on the needs of the school district and the school's Leadership Team.

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