



File #171

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Teacher-Administrative Partnership (TAP) Team Member	Building: All Schools
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: H	Expected # of participants:
Date of Last Program Review: October 2014	

Statement of purpose:

- **To work together with direct supervising administrator and teacher colleagues to improve achievement and school climate**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}.*

- To represent the staff members and work in collaboration with teachers and our principal to address issues specific to our school.
- To lead staff TBT meetings in ways that illuminate issues to the staff and also solicit their feedback and participation in finding solutions.

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Certified teacher or administrator
- Designated team member with remaining TAP committee

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Bi-weekly meetings to set and execute goals
- Take minutes on a rotating basis
- Report out to greater staff entity as needed

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- 18 x 30 minute meetings (9 hours)
- 9 x 45 minute TBT meetings (~7 hours)
- 15 minutes/week preparation time (9 hours)

Teacher Administrative Partnership – Team Charter, revised August 2015

Preamble

The Administration of the Cleveland Heights-University Heights City School District and the Cleveland Heights Teachers Union Local 795, AFT, AFL-CIO believe that students of the district are best served when decisions about school operations are made by consensus through Teacher Administrator Partnerships. These partnerships are designed to encourage collaboration and innovation and the assumption of new rules by both administrators and union members. To that end, this charter document sets forth guidelines and parameters to give direction to these building-based Teacher Administrator Partnerships. This charter will be reviewed annually by Summit.

Article I – Membership

1. Building TAP Committees shall be constituted as follows:
 - At each elementary school, the members will be the building principal, a union steward, and three additional members of 795
 - At each middle school, the members will be the building principal , a union steward, and three additional members of 795
 - At the high school the Labor Management Committee shall serve the role of the TAP committee.
2. Members are to be elected by Local 795 members in their buildings after an allotted time for self-nomination as determined by each building staff.
3. Terms of office for elected TAP Committee members shall be three years. It is recommended that staggered terms be arranged during the initial year to ensure continuity of the Committee. Staggered terms shall be determined by drawing lots.
4. Vacancies on the TAP Committee, other than principal or union steward, shall be filled by a vote of Local 795 building members in a special election for the unexpired term.

Article II – Meetings

1. TAP Committees will meet, at a minimum, once a month during the school year and at other times as needed based on the desire of the Committee.
2. The building principal and union steward shall co-chair TAP Committee meetings.
3. The TAP Committee shall determine the number of members necessary to constitute a quorum.

4. The TAP Committee shall adopt its own rules and procedures for carrying on business. In the absence of such rules and procedures, Roberts Rules of Order shall prevail.

Article III-Decision/Consensus

1. The TAP Committee, upon consultation with the building staff, will select areas for decision making from the following **that supports culture and climate**:
 - professional development plan & budget
 - instruction/staff organization
 - school rules
 - learning environment issues
 - building communication plan
 - data analysis and monitoring
 - other concerns and initiatives arising from the building and accepted by Summit
2. TAP Committee level decisions shall be made by consensus. Building level decisions by consensus are encouraged. However, at a minimum 75% staff support is required to support a decision.
3. In the event that consensus cannot be achieved, the TAP Committee may opt to prepare a non-consensus paper defining the issue and submit the paper to the Summit. The Summit will then designate one administrator and one union member of the Summit to assist the TAP Committee on the unresolved issue. However, the final decision rests with the TAP Committee.

Article IV – Record Keeping

1. TAP Committees will maintain records of their meetings and actions via an agenda and minutes. *(examples shall be posted online in a shared space with other resources)*
2. Agendas and meeting minutes shall be maintained in a notebook kept in the main office in hard copy form for a minimum of three years and will be shared with the Summit electronically within one week after a TAP meeting.

Article V – Communication Plan

1. TAP Committees will create a plan to communicate agenda items, concerns, decisions, and other actions of the TAP to faculty, the building PTA, and the Summit.
2. A TAP Committee report shall be a regular agenda item at each building faculty meeting.

Article VI – Compliance

1. TAP Committee decisions pursuant to Article III, above, must comply with all applicable federal and state laws, Board of Education policies, and provisions of the Negotiated Agreement.
2. TAP Committees shall forward inquiries to the Summit to determine if it is possible to seek modifications, waivers of statutes, or to open negotiations to implement a decision desired by the building staff.

Other Duties and Responsibilities:

- Coordinate financial aspects of the team
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds

- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.