



File #172

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

Job Title: Team Member (BLT)-NOT Team Leader or Liaison	Building: All
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: H	Expected # of participants:
Date of Last Program Review: October 2014	

Statement of purpose:

- The main purpose of the Building Leadership Teams is to support the work of our teacher-based teams.

Group goals:

- To review TBT protocols submitted by teacher teams.
- To make recommendations as needed or to provide additional support to the teams in order for them to increase student achievement.

Minimum knowledge, skills, certifications, physical requirements:

- **Each elementary BLT** shall consist of each grade level team leader, the ELA lead literacy teacher and the principal; a specialists, an intervention specialist shall be selected by TAP.
- **Each middle school BLT** shall consist of each grade level team leader. The TAP Committee will select content area teachers for the following content areas that are not already represented; ELA, Math, Science. Social Studies, unified arts, and Special Education. The program specialist for literacy and principal will also be members of the team.
- **Each high school BLT** shall consist of the department liaisons (Math English, Social Studies, Science, Special Education, Arts, Physical Education/Health, Language, Career prep, except for counseling), the chief steward or designee, the principal, and one of the assistant principals. Team Leader or Department Liaison supplemental contracts INCLUDE the BLT responsibilities and will NOT be given this additional supplemental.

Detailed essential function(s) - specific to position:

- Review TBT protocols submitted by teacher teams.
- Monitor the progress of student achievement documented in TBT protocols.
- Make recommendations as needed
- Provide additional supports to teacher teams
- Provide OIP support
- Provide google doc support

- Provide BLT to TBT feedback
- Provide BLT to DLT feedback
- Attend required PD trainings and meetings related to OIP
- Maybe selected as members of DLT

Time Commitment Expected:

- Meetings will be once a month.

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.