

# Holland Brook School

## Grade Level Leader Responsibilities

Two grade level leaders at HBS to be each compensated at a stipend of \$1000.

Team leader responsibilities include:

- Meet with Principal twice a month
- Create a team environment that promotes positive communication and collaboration, ie. facilitating CPT and grade level meetings
- Coordinate all team and grade level activities e.g. field trips, in-house presentations
- Serve as liaison between school and larger school community
- Attend and present at Third Grade Orientation evening with parents
- Provide assistance for substitute teachers of team members
- Provide support to new teachers
- Disseminate trends, new approaches and research findings to the team members
- Promote public relations between team members and the parent/school community
- Assist team members with end of year closing procedures including processing all paperwork and providing to office
- Be present at evening/afterschool activities as teacher representative. Activities to be determined by Principal including:
  - All concerts
  - HSA events
  - Third Grade Orientation evening
  - HSA meetings(With approval of Principal, these activities may be shared among team leaders)
- Member of Site-Based Committee
- Other duties as designated by the building principal