Sparta Area School District

Article 221 - Specifications for Unit Leaders/Team Leaders/Department Chairpersons

One unit leader position will be designated at each elementary building (Lawrence Lawson, Cataract, Southside, Maplewood, Lakeview Montessori, and Preschool Charter Schools). Sparta Meadowview Intermediate will designate two unit leaders. Sparta Meadowview Middle School will designate eight team leaders. Sparta High School designate eight department chairpersons (math, science, social studies, art/music, English/foreign language/LMC, career/technical education, special education, physical education/guidance/driver’s education).

Unit leaders, team leaders, and department chairs will report to the building administrator and have the following responsibilities:

1. Serve as role model of professionalism for other teachers in the unit or department.
2. Take a leadership role in the implementation of new programs and materials.
3. Aide in the coordination of communication with parents and community.
4. Manage the sharing of materials and coordinate the distribution of supplies and materials.
5. Chair unit, team or department meetings - prepare agenda and record minutes as appropriate.
6. Attend and participate in regular meetings of unit leaders, teams leaders, or department chairpersons and share in the decision-making process.
7. Consult in student scheduling as needed.
8. Meet with building administration prior to school opening in fall.
9. Assist substitute teachers within the unit/department.
10. Coordinate unit/department educational activities as needed.
12. Aide in communication between building administration, teachers, and department/unit/building.
13. Aid in communication and problem solving in the absence of an administrator.
15. Assist in the development of new courses.
16. Assist in the evaluation of District testing results and the development of recommendations for improvements in curriculum and instruction.
17. Attend parent group meetings as directed.
18. Other duties as assigned by the building principal.

Legal Reference:

Cross Reference:

Approved: October 18, 2005

Revised: