
Position Title:	Building Leadership Team Leader
Department:	West Salem School District Office
Reports To:	Building Principal
Approved By:	Board of Education
Date:	November 24, 2008

- I. Summary:
The building leadership team leader will serve on the building leadership team and will assist the principal in carrying out building and district goals.
- II. Essential Duties and Responsibilities:
Summary:
- A. Function as a liaison between administration and the staff they represent.
 - B. Assist the principal in developing and implementing the building goals and plans.
 - C. Work to support district goals.
 - D. Attend the bi-monthly meetings with the principal.
 - E. Schedule and conduct representation meetings for their team.
 - F. Be a positive and professional representative of your team and the school district
 - G. Perform all such other duties assigned by the principal.
 - H. Be knowledgeable and follow all district policies.
- III. Supervisory Responsibilities:
None
- IV. Qualification Requirements: Others as noted in their primary job description.
Be a certified staff member at the appropriate grade/subject level of the West Salem School District.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.