



# WALL TOWNSHIP PUBLIC SCHOOLS

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**TITLE: ELEMENTARY GRADE LEVEL/SPECIAL EDUCATION INSTRUCTIONAL LEADERS**

**QUALIFICATIONS:**

Elementary or Special Education Certificate  
Minimum of 5 years teaching experience (preferred)  
Knowledge of current district curricula, resources, and special education initiatives/programs  
Excellent public speaking skills

**REPORTS TO:**

Assistant Superintendent of Instruction and Curriculum or Assistant Superintendent of Special Services

**JOB GOAL:**

To provide leadership, coordination, and professional support to the assigned grade level team so that staff can learn from each other while creating equity in practices utilized across the District.

**PERFORMANCE RESPONSIBILITIES:**

1. Meet monthly with central office administration after dismissal;
2. Create agenda, prepare, lead, and provide minutes for monthly afterschool grade level meetings;
3. Act as liaison between the Offices of Curriculum and Instruction and Special Services and the certificated staff;
4. Provide workshops for colleagues on various topics such as data analysis, best instructional practices, and program usage during grade-level meetings or district professional development days;
5. Remain current on best practices and educational research for purpose of dissemination among grade-level colleagues;
6. Collaborate with central office administration to prepare and conduct evening parent workshops on curricular/special education topics, as needed;
7. Participate in collegial discussions about curriculum and instruction/special education; and
8. Maintain and encourage a growth mindset among the staff by facilitating collegial solutions-based conversations.

**TERMS OF EMPLOYMENT:**

This job description shall be subject to and consistent with the terms and conditions of employment outlined in the collective bargaining agreement between WTEA and the Wall Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

**APPROVED: April 23, 2024**