



JOB INFORMATION

TITLE: Middle School Team Leader

EMPLOYEE GROUP: Professional **ADDITIONAL JOB CODES:** 203

SHIFT: Per Contract

TERM OF EMPLOYMENT: Per Contract

HOLIDAYS: As Per School Calendar

LOCATION(S): As Assigned

RATE OF COMPENSATION: Per Contract

FSLA: Exempt X Non-Exempt _____

Last Edited On: 10/30/2017 Board Approval Date: 11/20/2017

ORGANIZATION

DEPARTMENT: Professional **REPORTS TO:** Middle School Principal

The Middle School Team Leader will assume this responsibility for a two-year term. At the conclusion of the two-year term, the position will be re-opened for interested individuals to apply.

JOB SUMMARY & QUALIFICATIONS

This extra duty position provides teacher leadership to their respective middle school team around critical team and building initiatives, focus areas, and student needs.

QUALIFICATIONS

The Middle School Team Leader shall:

- a. Preferably possess an Instructional II certificate as validated by the Pennsylvania Department of Education.
- b. Preferably possess a minimum of three (3) years teaching experience.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Positively support school philosophy, mission, goals, and curriculum implementation;
- b. Mentor, assist, encourage and guide teachers through professional development and programs mandated by school/district/state;
- c. Facilitate scheduled team meetings to discuss student issues and plan as a team for their success;
- d. Analyze assessment of students, programs, and curriculum with team;
- e. Share information and communication from administration, district, parents, and community with teachers;

Middle School Team Leader

- f. Suggest and participate in curricular and instructional changes, innovations, and critiques in a constructive manner to administration;
- g. Make requests to the principal about the team needs, such as textbooks, supplies, equipment, etc.;
- h. Provides leadership to the team on Staff Development/In-service days;
- i. Facilitate data analysis by the team to improve curriculum and instruction;
- j. Act as Liaison between administration and team;
- k. Represent team or appoint designee for school committees as needed;
- l. Work cooperatively with other teams;
- m. Effectively and efficiently lead teacher/team/parent meetings;
- n. Remind teachers of dates for progress reports distribution;
- o. Work with administration and other team leaders to develop Fall and Spring Parent Teacher Conference schedules and parent notifications;
- p. Work with counselors and administration in planning Middle School Orientation/Open House;
- q. Inform teachers of the first day procedures and schedule;
- r. Inform team of any special directions/procedures for distribution of report cards;
- s. Remind teachers of local and state assessment schedules and modify team schedule as needed;
- t. Coordinate all aspects of team field trips;
- u. Discuss end of the year activities with team, obtain administrative approval, inform team members of their responsibilities;
- v. Collect names from teachers for awards assemblies and submit to principal;
- w. Type/copy/distribute all papers regarding grade level information and/or activities;
- x. Attend IEP meetings for team as needed;
- y. Meet with Administration for team leader meetings to discuss building issues and team concerns, take notes and share information to grade level teachers;
- z. Work with administration in leading team meetings once a cycle.(topics to include curriculum needs, assessment, student concerns, building concerns, etc.)
- aa. Meet with grade level team once a cycle, prepare agenda, take minutes, type minutes, and distribute minutes to grade level team.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform other duties as directed by the Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The Big Spring School District is an equal opportunity employer.