

**CABELL COUNTY PUBLIC SCHOOLS**  
**FRESHMAN ACADEMY TEAM LEADER**

**JOB DESCRIPTION**

**REPORTS TO:** Principal

**SALARY SCHEDULE:** \$500

**JOB DESCRIPTION:** The team leader will be the liaison between the members of the academic team and the school administration.

**QUALIFICATIONS:**

1. Hold a valid West Virginia Teaching Certificate.
2. Hold a current assignment in the freshmen academy at the school where the Team Leader position is located.
3. Be a teacher in the appropriate grade level and a member of the team where vacancy exists.
4. Satisfactory evaluations for the immediate preceding two years.
5. Knowledge and use of a variety of successful teaching strategies.
6. Demonstrated ability to lead others and resolve potential conflict.
7. Evidence of organizational skills and ability to meet deadlines in a timely fashion.
8. Must be available for before/after school curriculum meetings.
9. Demonstrated current involvement in professional development activities including 21<sup>st</sup> Century skills.

**JOB EXPECTATIONS/RESPONSIBILITIES:**

1. Work with the principal or his/her designee to assure that each student on his/her team is scheduled appropriately in their core classes.
2. Meet with the principal at designated times before or after school to discuss issues pertaining to the school mission, goals, strategic plan, and overall school program.
3. Preside over all team meetings and assure that teams have an agenda, keep team minutes, and appropriately schedule conferences with students and parents. Submit a copy of team minutes to the principal on a weekly basis.
4. Preside over and schedule Student Success Prep Conferences throughout the school year.
5. Assure creation of and actively promote interdisciplinary units designed and implemented by his/her team.
6. Coordinate SAT referrals.
7. Develop and monitor SAT and/or 504 Plans.
8. Other duties as assigned by the principal.