

Cabell County Schools
Job Description
Middle School Team Leader

Position: Middle School Team Leader
Supervisor: Principal/Assistant Principal
Salary: As per Cabell County pay schedule
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 school where Team Leader is located.
3. Must be a teacher who spends more than 50% of their day teaching in the appropriate grade level of the team where the 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/leadership meetings.
9. Demonstrates current involvement in professional development.
10. Demonstrates an understanding of data
11. Must be a proficient user of Office 365 applications such as: Word, Excel, PowerPoint, Skype, and OneDrive

Responsibilities:

1. Work with the principal of 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. Serve on the school curriculum committee and serve as a liaison to Curriculum Specialists.
4. Serve on the school budget committee.
5. Preside over daily team meetings and assure that teams have a daily agenda, daily team minutes, and appropriately schedule conferences with students and parents. Submit a copy of team minutes to the principal on a weekly basis.
6. Assure creation of and actively promote interdisciplinary units designed and implemented by his/her team.
7. Work with other team members to disaggregate GSA, CBA, NWEA, and IMA assessment.
7. Coordinate SAT referrals.
8. Develop and monitor SAT and/or 504 Plans.
9. Other duties as assigned by the principal.

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