**Middle School Team Lead**  
Reports to- Principal

This document describes the responsibilities and duties of a team leader. This position is a yearly position. Reference the district salary schedule for the salary

**PERFORMANCE RESPONSIBILITIES**

1. Collaborate with all members to make good decisions for the team.
2. Hold regular meetings with team members.
3. Keep detailed minutes of meetings that will be submitted along with the extra duty pay form in May.
4. Create schedules and lesson plans to meet the needs of the team and students (1st Period)
5. Attend monthly team leader meetings with the Principal and/or designee.
6. Relay information back to team members.
7. Bring the needs of the team to the attention of the appropriate staff member.
8. Assist your team when a teacher is absent.
9. Assist in facilitating field trips (if applicable).
10. Follow school, SBDM, and district board policy when making decisions.
11. Perform other duties (related to this position) assigned by the Principal.

   
**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. Kentucky certification appropriate to the grade level and curricular assignment

2. Experience and preparation required by the Board

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_July 20, 2021 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee