

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

SUPPLEMENTED POSITION

Position Title: Middle School Team Leader
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Ability to interpret/correct students' writing and oral communication. Ability to write routine reports and correspondence.

Administrative/Supervisory Requirements:

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

Employee is regularly required to stand, walk, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

The noise level in the work environment is noisy.

Job Goal:

To establish and maintain a united team; to promote cooperation within the school.

Essential Duties and Responsibilities:

1. Communicates directives, decisions and information to team members from administration and guidance.
2. Conducts and facilitates team meetings.
3. Assists administration in planning, coordinating and implementing school policies and programs.
4. Serves as a liaison between parents, students, teachers and administration and resource person for team members.
5. Coordinates and keeps a record of team activities.

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6. Helps build positive team member relationships and team morale.
7. Assists with student schedules, textbook selection, supply purchases, and fund raising.
8. Abides by all Board policies relative to employment.
9. Performs other tasks and responsibilities as assigned by the principal or designee.

Terms of Employment/Length of Employment:

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.