

**HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION**

Middle School Team Leader

IMMEDIATE SUPERVISOR School Principal

GENERAL DUTIES

Collaborate with building administration as part of the school leadership team to implement interdisciplinary curriculum and coordinated student behavioral support. Lead an interdisciplinary team to reward positive behavior and plan team events.

ESSENTIAL REQUIREMENTS

- A. Demonstrated success as a teacher
- B. Skills in collaboration, communication and use of data to improve student behaviors
- C. Knowledge of District behavior programs (PBIS/EBISS)
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultural and linguistic backgrounds
- E. Maintain integrity of confidential information relating to students, staff and district patrons
- F. The ability to work cooperatively with others

ESSENTIAL RESPONSIBILITIES

- A. Facilitate team and school communication with parents and the community
- B. Facilitate communication of team grade and behavior policies to parents and students
- C. Facilitate creation of the team mission, vision and goals
- D. Plan and run weekly child study team meetings
- E. Create, coordinate and record behavior interventions
- F. Refer students to administration or student study team as needed
- G. Attend building leadership meetings
- H. Plan end of year building wide activities
- I. Work with teammates to provide interdisciplinary learning opportunities
- J. Facilitate the team reward system and field trips
- K. Manage team supply and student body accounts

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

| Physical Requirements | NA | R | O | F | C |
|---|-----------|----------|----------|----------|----------|
| Sitting | | | | x | |
| Stationary Standing | | | | x | |
| Walking (level surface) | | | | x | |
| Walking (uneven surface) | | x | | | |
| Crawling | | x | | | |
| Crouching (bend at knees) | | x | | | |
| Stooping (bend at waist) | | | x | | |
| Twisting (knees/waist/neck) | | | x | | |
| Turn/pivot | | | x | | |
| Climbing (stairs) | | | x | | |
| Climbing (ladder) | | x | | | |
| Reaching overhead | | | x | | |
| Reaching extension | | | x | | |
| Repetitive use arms | | | | x | |
| Repetitive use wrists | | | | x | |
| Repetitive use hands grasping | | | x | | |
| Repetitive use hands squeezing | | | x | | |
| Fine manipulation | | | x | | |
| Using foot control | | x | | | |
| *Pushing/Pulling Maximum weight: 40 lbs. | | | | | |
| *Lifting/Carrying Maximum weight: 40 lbs. | | | | | |

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Extra Duty
Last Revised: January 2011