

**Hernando County School Board
Florida**

ELEMENTARY TEAM LEADER

Required Qualifications:

- Three (3) years of teaching experience

Desired Qualifications:

- Ability to communicate positively and effectively with other professionals and parents
- Ability to work cooperatively with other professionals and parents
- Experience with elementary school concepts and curriculum
- Knowledge of technology as it relates to education

Performance Responsibilities:

- Support school philosophy, mission and goals
- Be a mentor to assist, encourage and guide teachers through professional development and programs mandated by school/district/state
- Supervise and analyze assessment of students, programs and curriculum with the team
- Share information and communication from administration, district, parents and community with teachers
- Demonstrate and share knowledge of curriculum
- Update records of budgets and accounts as applicable to the team needs such as textbooks, supplies, equipment, etc.
- Facilitate and monitor the ordering, distribution and inventory of grade level materials and supplies
- Coordinate and assist with field trips, parent conferences, awards and grade level activities
- Represent team or appoint designee for school committees as needed
- Familiarize new teachers and substitute teachers with schedule, school programs and other pertinent information
- Be a positive role model – develop and maintain a high level of morale among team members
- Assist in the interview process/selection of new team members if requested
- Work cooperatively with other teams
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Terms of Employment:

Supplemental Position

Salary:

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando County Teachers' Association (HCTA) Contract

Board Approved: 01/11/11
Revised: 05/17/11