

JOB DESCRIPTION

DEPARTMENT: EXCEPTIONAL CHILDREN SERVICES

JOB TITLE: MIDDLE SCHOOL TEAM LEADER

REQUIREMENTS:

- A. Education Level:** Bachelor's degree with teaching certificate
- B. Experience Desired:** Minimum of 3 years' teaching experience
- C. Physical Requirements:** Requires constant hand-eye and mind-eye coordination, hearing; intermittent speaking, standing, walking and writing. The ability to provide physical management to students with behavior or self-care needs is required.

REPORTS TO: Building Principal

RECEIVES GUIDANCE FROM: Secondary Special Education Supervisor

DATE: Revised June 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists teachers in improvement of instruction, including assisting probationary teachers.
2. Coordinates schedules for department teachers, education assistants, and provides assistance to substitute teachers.
3. Coordinates with the principal or supervisor in curriculum development and implementation.
4. Attends monthly special education department meetings with supervisor and holds regular building department meetings.
5. Serves as consultant in the hiring and discharging process of certified and non-certified personnel as requested. Assists with "Plan of Assistance" for teachers having difficulty in the classroom.
6. Assumes responsibility for coordinating the special education program as outlined in district, state, and federal policies and procedures. Verifies the student data on the district printout three times annually.
7. Assumes responsibility in orientation of new faculty members to their subject matter curriculum, adapted materials, and paperwork. Assists with training new education assistants for their assignments.
8. Assists with ordering and inventory of special equipment, supplies and materials. Is responsible for AV, computer, and other related equipment within the department.

