

Middle School

Team Leader Guidelines

La Joya Independent School District
Middle School
Team Leader Guidelines

Qualifications:

- Three years teaching experience
- Knowledge of curriculum and instruction
- Knowledge of effective teaching and school practices
- Knowledge of programs for special populations
- Organization and management skills
- Effective communication and interpersonal skills
- Exceptions to the above may be made by the principal*

Selection Guidelines:

- Teachers interested in serving as a team leader must complete an application and submit it to the principal or his/her designee every academic year.
- Applicants receiving the highest endorsement of the team will be reviewed by the administrative team or the principal for final decision.
- Team Leader will be named annually in August for the coming school year at the discretion of principal.

Roles and Responsibilities:

- Provide feedback to teams on the effectiveness of the instructional delivery.
- Ensure the provisions/modification of strategies for students with special needs.
- Provide effective leadership and academic direction for team
- Encourage and lead in-service and professional activities among the team.
- Coordinate team meetings on a weekly basis.
- Keep agendas and sign ins of team meetings.
- Lead parent conferences.
- Monitor student progress (academics, attendance, discipline concerns, parent/teacher conferences).
- Encourage and lead the team in organization and participation of campus and district wide events.
- Coordinate/ensure collaboration creating individualized instructional plans (i.e. linguistic plans).

*If more than 1 applicant, the principal will make the final decision.

La Joya Independent School District Organizations / Sponsors

Cheerleader Sponsor

Middle School	\$1,000.00
9 th / Jr. Varsity	\$1,500.00 + 5 days
Varsity	\$2,500.00 + 10 days

Yearbook

Middle School	\$ 1,000.00
High School	\$ 2,500.00

Student Council

Middle School	\$ 500.00
High School	\$ 1,200.00

National Honor Society

Middle School	\$ 500.00
High School	\$ 1,500.00

Newspaper

High School	\$ 1,000.00
-------------	-------------

Jr. Class Sponsor

(1) High School	\$ 1,500.00
(1) Assistant Sponsor	\$ 1,000.00

Masterminds

High School	\$ 1,000.00
-------------	-------------

Middle School
Team Leader Guidelines
APPLICATION

Date: _____

I. Personal Information:

Name: _____

Employee I.D. # _____

Address _____

Phone Number: _____

Department: _____

II. Educational Experience: Briefly describe your educational experiences including degrees / certificates held.

III. Teaching Experience:

IV. What do you believe should be the goal(s) of your department / grade level chairperson? Explain the qualities and / or strengths that you would bring to this position.

***Attach Additional Duty Agreement Form**



La Joya Independent School District ADDITIONAL DUTY AGREEMENT

The Board of Trustees of the La Joya Independent School District (hereinafter the "District") hereby employs the undersigned, _____(hereinafter the "Employee"), to perform additional duties, and Employee accepts employment for additional duties under the following terms and conditions:

1. The Employee is being employed to perform the following additional duties which are not contemplated under the Employee's current term or continuing contract with the District: to instruct and supervise students in their participation in the following activity _____
2. The Employee is not required to accept the additional duties for which Employee is being employed under this Agreement. The Employee shall have the right to, at anytime and without prior notice, resign from these additional duties, without penalty, for any reason or nor reason at all. The District shall have the right to, at any time and without prior notice, terminate this Agreement and remove the additional duties from Employee, for any reason or no reason at all.
3. The District shall compensate the Employee in accordance with a compensation schedule adopted by the school district for the type of additional duties to be performed by Employee under this Agreement. The District shall have the right to unilaterally change the amount of compensation at anytime.
4. This agreement shall not be subject to or governed by any of the provisions of the Texas Education code, Title 2, Subtitle C, Chapter 21, Subchapters C, D, or E, as amended.
5. This agreement does not constitute a reassignment of the Employee.
6. This agreement is not intended as a guarantee of employment in the herein stated additional duties for any specified period of time. No policy, rule, regulation, law, statute, or term in this contract shall operate to vest the Employee with any tenure, property rights, or expectancy of continued employment in the additional duties set forth herein.
7. Unacceptable performance of the additional duties under this Agreement shall not provide grounds for the District to take any adverse action against the Employee's term or continuing contract with the District. The Employee shall not be entitled to credit in any performance evaluation for favorable performance of any of the additional duties under this Agreement.

Employee Signature

Principal or (Administrator or Designee) Signature

Printed/Typed:

Name: _____

Name: _____

Position: _____

Title: _____

Date: _____

Date: _____

xc: Employee
Supervisor
Office of Human Resources