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  
Middle School  
Team Leader Guidelines

The following guidelines will be used in the selection, compensation, and evaluation of department heads and team leaders:

Team Leaders $1,000.00

6th  
7th  
8th

***The same individual may not serve as both department head and team leader.

An exception may be made by the principal if no additional applicants can be found.

Responsibilities:

• Monitor implementation of a plan of action for the improvement of student performance.
• Monitor adherence to district policies and classroom practices and regulations.
• Coordinate the distribution and discussions of current professional literature to improve student performance.
• Assist in the planning with other departments/teams.
• Promote professional growth by coordinating and establishing staff development goals.
• Prepare required documentation and reports as requested.
• Monitor and disseminate student assessment results to department/team on a regular basis.

Compensation:

This compensation will be paid in one lump sum at the end of the academic year upon completion of all required documentation. In cases where individuals are unable to complete a full year, the amount will be prorated for the number of days the individual worked as a department head or team leader.

***Additional Duty Agreement should be attached to the Extra Duty Form (available on the Payroll Website) and submitted in time for the June paycheck.

Duration of Responsibilities:

Middle School team leader will be appointed for one academic year. Appointments may be reviewed and may be terminated during the year by the principal.

Evaluation:

The individual's performance of team leader duties will be evaluated in May by the department and the principal.
**La Joya Independent School District**  
**Organizations / Sponsors**

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<tr>
<th>Cheerleader Sponsor</th>
<th>Middle School</th>
<th>$1,000.00</th>
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<tbody>
<tr>
<td>9th / Jr. Varsity</td>
<td>$1,500.00 + 5 days</td>
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<td>Varsity</td>
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<th>$ 500.00</th>
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<th>Masterminds</th>
<th>High School</th>
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Revised: 8/1/18
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

Revised: 8/1/18
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 no 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:_____________________________________________________

Position:__________________________________________________

Date:_____________________________________________________

xc: Employee  
Supervisor  
Office of Human Resources

Revised: 8/01/18