



Job Title:	High School (HS) Team Lead
Department:	Education
Position Reports to:	Director of Education
FLSA Status (Exempt or Non-exempt):	Exempt

Position Summary:

The role of the HS Team Lead is to assist in the daily operations of the Teens in Action program and specific Education Department projects. The (HS) Team Lead is responsible for leading high-quality project recruitment, implementation and evaluation. The (HS)Team Lead will also plan and implement high-quality evidence-based programming to youth using an array of best-practices identified by Frameworks of Tampa Bay, Inc. They also develop a positive school community with teachers, administrators, and parents through networking, training, and delivering presentations. This position directly reports to the Director of Education.

Essential Functions

- Coordinate day to day implementation of education projects to include: delegation of project tasks, setting goals and timelines for project tasks, responsible for meeting project deadlines, ordering project supplies through Education Department. All in coordination with the Director of Education.
- Lead problem solving and collaboration for project.
- Monitor project program supply budget.
- Communicate budgetary issues to the Business Director and Director of Education.
- Set agendas for project meetings for review by the Director of Education.
- Provide feedback to Director of Education on SEL specialist team member performance for project.
- Plan and implement programming for youth according to the Frameworks of Tampa Bay Inc. standards.
- Coordinate and enhance existing curricula to best meet the needs of the program participants.
- Work closely with schools and partner agencies to establish meaningful connections and a positive cultures.
- Develop, plan, and facilitate workshops and presentations for parents, school faculty and staff, and community members.
- Support all staff and programs as needed.
- Administer surveys and questionnaires to evaluate various aspects of program performance.
- Assist with the marketing of youth SEL programs, and seek new as well as maintain existing community partnerships.
- Attend all necessary Frameworks meetings and trainings.
- Continuous working knowledge of the research on social and emotional learning.
- Understand and be able to articulate and promote the mission of the organization.
- Support the attainment of the organization’s strategic goals and priorities.

- Consistently model and promote the behaviors and values associated with the mission of the organization in all written, verbal and non-verbal communication.

Essential Functions Specific to Teens in Action:

The HS Team Lead is responsible for the management of all aspects of the Teens in Action (TIA) high school Social Emotional Learning (SEL) leadership program to include:

- Actively market the TIA program to seek and develop key stakeholder relationships to support youth recruitment and community partnerships
- Recruit youth and oversee each class
- Recruit and supervise teen leaders for each class
- Recruit and oversee community partnerships for service learning opportunities
- Recruit and supervise mentors for each service learning opportunity for each class
- Serve as a point of contact and communicate effectively and regularly with students, parents and community partners regarding events, all program related questions and volunteer opportunities
- Develop and conduct parent and educator programs to facilitate program understanding, as well as facilitate youth trainings and programs whenever needed
- Develop and implement SEL standards to ensure controlled growth and measurable outcomes
- Work with the Director of Development and Marketing to actively seek individual, corporate and foundation donors.
- Develop and deliver surveys and questionnaires to evaluate various aspects of the program and personnel performance
- Oversee the TIA alumnae program
- Develop the TIA annual budget and manage program expenses and revenue and support development of other aspects of the education budget
- And all administrative tasks associated with program management, participant databases and paperwork, and community service hour tracking

Education/Training:

- Minimum Bachelor's degree in education, training, public or mental health administration/mgmt., or other related experience.
- Strong organization, oral and written communication skills and the ability to work effectively and collaboratively as a team member;
- Knowledgeable and experienced in Word, Excel and PowerPoint.

Other Requirements:

- Travel - will require travel up to 25%
- Valid State Driver's License.
- Must pass background and fingerprinting check as well as drug test.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Travel - will require travel up to 25%
- Valid State Driver's License.
- Must pass background and fingerprinting check as well as drug test.

Supervision/Contacts:

- Receives direct supervision from the Director of Education, and indirect supervision from the Executive Director.
- Daily contact with Framework's employees and management.
- Regular contact with board members, volunteers, donors and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile. Frameworks of Tampa Bay, Inc. is an equal opportunity employer. Job duties are subject to change with or without notice based on business needs