



Job Title:	Middle School Team Lead
Department:	Education
Position Reports To:	Program Director
FLSA Status (Exempt or Non-exempt):	Exempt

Position Summary:

The Middle School Team Lead is responsible for the management of all aspects of middle school social and emotional learning programming for the Education Department. These include: developing and strengthening key stakeholder relationships to support middle school program growth, program implementation, budget development and management, program funding support, program evaluation, community education, and all administrative tasks associated with middle school program management. The Middle School Team Lead also works closely with additional Frameworks staff on all marketing, development, funding, and grant writing efforts for middle school programs. This position reports directly to the Program Director.

Essential Functions:

- Communicate effectively with program and community partners in a responsive, transparent, and professional manner
- Ensure that all phases of middle school programs are successfully implemented, to include program implementation, evaluation, and marketing
- Develop new and strengthen existing standard operating practices for middle school programs in collaboration with the Program Director
- Develop and manage annual middle school budget in collaboration with the Program Director
- Create annual program evaluation reports for middle school programs
- Develop and deliver surveys and questionnaires to evaluate various aspects of the program effectiveness
- Support all staff and programs as needed
- Identify and oversee community education opportunities for middle school audiences
- Collaborate with the Administrative Coordinator to recruit, train, and supervise interns and volunteers for middle school programs and consistently assess their performance to ensure compliance with Frameworks' cultural, ethical, and legal standards
- Work with the Community Engagement Director to develop a marketing plan and all marketing materials for the middle school programs
- Work with the Community Engagement Director to actively seek individual, corporate, and foundation donors
- Represent Frameworks at community meetings, national conferences, and trainings for middle school programs as required and as approved by Program Director
- Deliver presentations to community members and essential stakeholders for middle school programs
- 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

Additional Responsibilities:

- Enhance continuous working knowledge of the research on social and emotional learning
- Perform all other duties as required



Knowledge, Skills, and Abilities:

- Math, reading, written communication, oral communication, and reasoning ability – college level
- Ability to work collaboratively with a variety of people
- Ability to take direction from others
- Strong facilitation skills that account for both young and adult learners
- Ability to be self-managed but work well to support a team effort
- Work well under time constraints and in stressful conditions
- Excellent verbal and written communication skills
- Efficient time management and prioritizations skills
- High-energy, caring, self-starter, innovative
- Knowledgeable in research methodologies and program evaluation
- Possess strong leadership skills that can energize others and respond to the organization's business needs

Education/Training:

- Minimum Bachelor's degree in education, training, public or mental health administration/management, or other related experience
- Formal coaching experience is a bonus
- Must have strong program and budget management skills
- Knowledgeable and experienced in Word, Excel, and PowerPoint. Knowledge of Access is a bonus

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 position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Travel - will require travel up to 25%
- Must possess a valid State Driver's License with a good driving record and access to a fully insured automobile
- Must successfully pass a pre-hire background and fingerprint screening, education verification, and drug testing evaluation

Supervision/Contacts:

- Receives direct supervision from the Program Director and indirect supervision from the CEO/Executive Director
- Daily contact with Frameworks' 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 automobiles.