



Job Title:	Team Lead, Elementary
Department:	Education
Position Reports to:	Program Director
FLSA Status (Exempt or Non-exempt):	Exempt

Position Summary:

The role of the Team Lead for Elementary is to assist in the daily operations of specific Education Department projects. The Team Lead for Elementary is responsible for leading high-quality project implementation at elementary school and program sites. The Team Lead for Elementary will plan and implement high-quality evidence-based programming to youth using best-practices identified by Frameworks of Tampa Bay, Inc. They also develop positive school relationships with teachers, administrators, and parents through networking, training, and delivering presentations. This position directly reports to the Program Director.

Essential Functions:

- Coordinate day to day implementation of education projects to include: delegation of project tasks, setting goals and timelines for project tasks, meeting project deadlines, and ordering project supplies through Education Department. All in coordination with the Program Director.
- Lead problem solving and collaboration for projects.
- Help the team keep focused and on track.
- Monitor project program supply budget.
- Communicate budgetary issues to the Business Director and Program Director.
- Set agendas for project meetings for review by the Program Director.
- Identify and oversee community education opportunities for elementary school audiences in collaboration with the Program Director.
- Provide feedback to Program Director 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.
- Communicate effectively with program and community partners.
- Develop, plan, and facilitate workshops and presentations for parents, school faculty and staff, and community members.
- 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.

Non-Essential Functions:

- Understand and can 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.
- Other duties as required.

Knowledge, Skills and Abilities:

- *Math, Reading, Written Communication, Oral Communication and Reasoning Ability* – college level ability

- Ability to work collaboratively with a variety of people;
- Ability to take direction from others;
- Ability to be self-managed but work well to support a team effort;
- Work well under time constraints, and in stressful conditions;
- Excellent communication skills; verbal and written;
- Efficient time management and prioritization;
- High-energy, caring, self-starter, innovative.

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. Knowledge of Microsoft 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 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 with a good driving record and access to a fully insured automobile
- Must pass background and fingerprinting check as well as drug test.

Supervision/Contacts:

- Receives direct supervision from the Program Director, 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.