

Team Leader Job Description

Key Role: Work diligently to ensure the youth under your direct care are making progress as we seek to move towards the vision and mission of UYI.

Key Responsibilities: *The factors that define and truly differentiate this position from all other positions; what absolute, unique things this position should fulfill that no other does*

Oversight of their classroom/students:

- Lead a variety of activities including literacy help, arts and crafts, recreation time, team building games, educational games, computer time, free time activities, life skills lessons, etc.
- Develop and execute PQA rubric lessons plans daily
- Create and implement age appropriate centers inside the classroom
- Analyze literacy data and use it to drive lesson planning and center creation
- Ensure the safety of their students
- Properly utilize the TLA handbook and discipline policies
- Ensure volunteers in their care are utilized properly
- Ensure reading curriculum is completed on time
- Assist students with academics homework
- Maintain contact with families regarding student's needs and progress
- Ensure classroom is kept orderly and clean on a daily basis
- Maintain attendance and performance records; submit data on Salesforce on time daily
- Attend program related meetings/conferences/workshops
- Assist with administrative tasks as needed

Key Goals: *How will you know this position has been successful?*

- Youth showing improvements in literacy (via reading program)
- Youth showing improvements in grades
- Youth showing improvements in behavior
- Administrative reports submitted on time
- Youth showing spiritual progress

Key Traits: *What specific behaviors, beyond organizational core values, should a person in this position have in order to achieve success?*

- Be well-organized with important information
- Be conscious of deadlines and on time to work and meetings
- Exhibit an attitude of serving others
- Be creative with time and resource constraints
- Be positive/optimistic in the midst of day-to-day struggles
- Be forward thinking with activities
- Must have or attain 40 hr-certificate within 90 days of employment

Qualifications: 2 year degree or equivalent experience with youth, must have 40-hr certificate within 90 days of employment; reports to TLA Manager; 36+ hours weekly; FLSA non-exempt;