

TEAM LEADER JOB DESCRIPTION/POSTING

Qualifications for OEPA Team Leader

- West Virginia teacher certification is required.
- Minimum of three years classroom teaching experience is required.
- Masters Degree required.
- Knowledge of the school and school system accreditation process (WVBE Policy 2320 – Process for Improving Education: Performance-Based Accreditation System).
- Experience in technology applications (computer).
- Experience in utilization of Microsoft software.
- Leadership ability in guiding individuals/groups in fulfilling assignments.
- Ability to communicate clearly and precisely in oral and written formats.

Team Leader Responsibilities

- Lead onsite review teams in the process of auditing schools.
- Facilitate the requirements of the onsite auditing process.
- Work with Team Members to clearly ascertain the quality of each school's performance.
- Set Team agendas, finding a balance between leading the group and creating an environment where Team Members can effectively and efficiently monitor required high quality standards in school and compliance with WVBE policies and State Code.
- Lead Teams in the process of reaching consensus on a school's performance relative to the required high quality standards and compliance with WVBE policies and State Code.
- Fulfill Team reporting requirements on school and school system audit reviews.

Commitment to fulfilling the Team Leader role:

- Candidates will agree to participate in Team Leader training.
- Selected Team Leaders will participate as leaders in the onsite reviews of schools and school systems.
- Selected Team Leaders will participate in future professional development opportunities specific to leading onsite review teams in auditing schools.

Online Facilitator Application Process:

- Please complete the Team Leader application if interested in serving as a Team Leader in the onsite review process. E-mail your completed application to Sandra Loftus at sloftus@k12.wv.us.