



LEAD TEACHER

QUALIFICATIONS:

1. Masters Degree or recent graduate level courses (required)
2. Type 75 Certificate (preferred, but not required)
3. Two years teaching experience in the District (preferred, but not required)

APPOINTMENT: Lead teacher shall be recommended by the Superintendent of Schools and appointment by the Board of Education.

LOCATION: Building or buildings, as assigned

PURPOSE: To assist the principal in providing effective educational leadership for the purpose of improving classroom instruction and to provide for the effective organization and administration of his/her school.

REPORTS TO; Principal

COACHES: Staff members

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist with the full range of co-curricular and extra-curricular activities (ex. basketball games, band concerts, Jump Rope For Heart fundraisers, assemblies).
2. Attend some building IEP meetings and represent the District as assigned.
3. Maintain high standards of student conduct and assist in enforcing discipline as necessary, according to due process of students.
4. Assist in the coordination of services for the purpose of gathering data, monitoring student progress and achievement, and evaluation of educational plans.
5. In conjunction with the principal and curriculum director, assist with the development and implementation of professional development programs.
6. Cooperate with staff members to assist in the resolution of parent/student/teacher problems.
7. In conjunction with the building nurse, monitor building and district attendance records and with county agencies for the purpose of determining chronic absenteeism on an as-needed basis.
8. Support curriculum development and curriculum implementation.
9. Contribute to the Professional Learning Community – Leadership.
10. Assist with the coordination of the assessment program(s) in the building.
11. Lead monthly communication meetings with building level support staff.
12. Coordinate alternative recess program.
13. Assist the principal in scheduling support staff assignments.
14. If designated as a mentor, meet with protégés on an as-needed basis, as determined by the principal.
15. Perform such other specific functions as may be assigned by the principal from time to time.
16. Assist in assuring the implementation and observance of all board policies and regulations by the school's staff and students.
17. Coordinate and implement training for students in leadership roles as needed.
- 18.

TERMS OF EMPLOYMENT: As per contract as required by the State Board of Education and approved by the District 24 Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the principal in accordance with the provisions of the evaluation plan.