

Thompson Falls School District Position Description

Position Title: Lead Teacher

Reports to: Principal

Summary: This job description is not a stand-alone job description, but a rider to our basic teacher job description. The Lead Teacher works collaboratively with the Principal to lead and nurture all members of the school staff and communicates effectively with parents, members of the community, and colleagues. Inherent in the position are the responsibilities to assist the Principal in planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Assist the Principal in implementing effective and clear procedures for the operation and functioning of the building consistent with the philosophy, mission, values and goals of the school and District, including instructional programs in the Core Curriculum Content Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations.
- Assist the Principal to establish the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the State Core Curriculum Content Standards.
- Assist the Principal in providing a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and District in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students
- Assist the Principal in providing opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
- Observe and provide peer assistance for colleagues.

Supervisory Responsibilities: Supervises building level staff and students.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor of Arts degree.

Certificates, Licenses, Registrations: Valid Teaching Certificate and, if applicable, necessary endorsements.

Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 25 lbs such as boxes of books and AV carts. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.