

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Elementary Lead Teacher **LOCATION:** A.S. Rhodes Elementary School

JOB CATEGORY: Supplemental **PAY GRADE:** Supplemental

FSLA: Exempt **IMMEDIATE SUPERVISOR:**
Building Principal

GENERAL DEFINITION AND CONDITIONS OF WORK

Under the direction of the Building Principal, the Lead Teacher provides support as necessary in the management and operation of the elementary school. The Lead teacher works directly with the staff and acts for the Principal in his/her absence, by his/her designation, and performs other duties directly related to this position description. The Lead Teacher must be dedicated to the improvement of the teaching profession and be able to provide constructive criticism and helpful solutions to other teachers without alienating or discouraging them. He/she should possess good observational and analytical skills and be able to offer fresh, creative solutions in difficult situations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Works with the Principal and Leadership Team to develop a Schoolwide Improvement Plan.
- Assists the Principal and staff in implementing the Schoolwide Improvement Plan while maintaining the integrity of his/her classroom.
- Demonstrates leadership and support of the educational/administrative philosophies of the school and division.
- Serves as a teacher representative for the Parent Teacher Organization, attends monthly meetings, and shares updates with staff.
- Helps promote and maintains a professional attitude among staff, students, and families.
- Assists in the developing/maintaining a positive school climate that encourages orderly conduct by students through participation in the school's Positive Behavioral Interventions and Supports (PBIS) team.
- Uses their teaching experience to serve as expert resources and mentors for new and developing teachers to address academic and behavioral student concerns.
- Follows the school and division policies when addressing discipline referrals in the Principal's absence.

KNOWLEDGE, SKILLS, EDUCATION AND ABILITIES

VDOE licensed tenured teaching professional with excellent teaching and leadership skills. Strong organizational skills are needed to balance full-day teaching responsibilities in addition to Lead Teacher responsibilities. Strong oral and written communication skills are required.

SPECIAL REQUIREMENTS

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents as attested to by the Division Superintendent of schools. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION

Building Principal will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.