



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Lead Teacher
SCHOOL/DEPARTMENT	Assigned School/ Assigned Discipline
SALARY	Teacher Salary Schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Principal
SUPERVISES	Students; Teacher Assistants as assigned
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Lead Teacher plans and provides for appropriate learning experiences for students and teachers. S/he provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure success for every student. The Teacher is also responsible for supervising students/teachers in a variety of school related settings; monitoring and evaluating student outcomes; and communicating/interacting with students, parents, staff and the community. The Lead Teacher assists teachers with developing strategies and techniques for assessing and fulfilling student needs. The Lead Teacher assists with evaluating of the effectiveness of teaching and learning processes within the building- review of student data, teacher progress and implementation of continuous improvement practices. The Lead Teacher must develop, select and modify instructional plans and materials to meet the needs of all students.

Additionally, the Lead Teacher is responsible for maintaining appropriate records and following required procedures and practices as well as monitoring the appropriate use and care of equipment, materials and facilities. Teaching areas to which this job description applies include all areas for which certification is required such as Classroom, Pre-K, Core Curriculum Areas, Specialty Areas, Media, Languages, Remediation, etc.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of OCS curriculum and techniques for integrating curriculum and OCS policies and effective instructional practices
- Thorough understanding of the teaching and learning process
- Considerable knowledge of the current literature, trends, and developments in the field of reading instruction
- Ability to provide instruction that reflects multiple perspectives and multicultural education
- Ability to infuse technology into the curriculum
- Ability to constantly monitor the safety and well-being of students, particularly when a student is participating in an inclusive activity
- Ability to motivate and inspire students
- Ability to maintain a clean and orderly environment
- Skill in counseling and developing staff
- Ability to review and evaluate testing results and to develop a plan of action based on conclusions
- Ability to perform general clerical duties
- Ability to maintain order and discipline in a classroom and in other school environments
- Ability to operate common office machines
- Ability to maintain basic files and records
- Ability to work effectively with administrators, colleagues, central office, school based staff, students, parents and the community
- Excellent oral and written communication and human relations skills

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in an applicable field for applicable level(s)
- If transferring from a teaching position from another school system in or out of state, must have received routine *meets standards* or *above standard* evaluations with no action plans for improvement
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must hold a valid Teacher's License issued by the state of NC in applicable field and for level assigned
- Must not be on the NCDPI list of teachers no longer qualified to teach and/or must not be currently engaged in a certification revocation hearing process
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan a program of study that, as much as possible, meets the needs, interests and abilities of student
2. Support the schools with the continuous improvement of education for all students by serving as the curriculum area specialist
3. Collaborate with school campus personnel to assist schools with staff development and instructional programs
4. Assist school principals with curriculum and instructional decisions based on individual school campus needs
5. Assist principals and staff with disaggregating data to determine instructional needs of the students
6. Encourage and support the implementation of technology into the classroom
7. Help provide growth opportunities for teachers in need of assistance

8. On a regular and consistent basis, meets and instructs assigned classes in the locations and at the times designated
9. Create a classroom environment that provides for student involvement in the learning process and enable each students to achieve learning objectives
10. Provide an instructional program to meet the needs of all students
11. Prepare for classes assigned, and show written evidence of preparation upon request of immediate supervisor
12. Guide the learning process toward the achievement of curriculum goals and in harmony with the goals
13. Establish clear objectives for all lessons, units, projects, etc. in order to communicate these objectives effectively to students
14. Establish learning objectives consistent with appraisal of student needs, requirements of OCS curriculum framework and knowledge of human growth and development
15. Plan for and utilize instructional methods, resources and evaluation techniques that motivate and enable each student to achieve learning objectives
16. Take all necessary and permitted safety precautions to protect students, equipment, materials and facilities
17. Maintain accurate and complete records as required by law, OCS policy, NCDPI and administrative regulations
18. Assist with the administration of implementing all policies and rules governing student life and conduct and, for the classroom, develop reasonable rules of classroom behavior and procedure and maintain order in the classroom in a fair and just manner
19. Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
20. Establish relationships with colleagues, students, parent and community that reflect recognition and respect of every individual
21. Plan and supervise purposeful assignments for teacher assistants and volunteers
22. Appraise your own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness
23. Strive to maintain and improve professional competence
24. Participate in school management and share responsibilities for the total school program
25. Attend staff meetings and serve on staff committees as required
26. Administer and supervise standardized test administrations in accordance with all applicable Code of Ethics, Testing Code of Ethics, NCDPI, and/or national standards and regulations
27. Perform other duties as assigned by the Principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force. Substantial amount of time spent standing and/or walking.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*