

## SOUTHEAST ISLAND SCHOOL DISTRICT

### Lead Teacher Position Description

#### **Qualifications:**

- Teacher Credentials for the State of AK
- Teaching experience (preferred)
- Lead Teacher experience (preferred)
- Demonstrated multidiscipline experience preferred
- Leadership skills
- High Level Organizational skills
- Advanced written and oral skills
- Intermediate technology skills with O365 experience to include WORD, Excel and PowerPoint
- Demonstrated skill in working with others in a collaborative work environment
- Ability to work with students at elementary, middle, and high school levels often in a mixed grade environment
- Demonstrated skill in taking direction and accepting constructive criticism
- Ability to work independently
- Strong work ethic

#### **Reports to:**

- Superintendent or designated authority

#### **Position Goals:**

- To work with SISD administration to create, develop, and enact effective education and extracurricular programs and activities
- To work with SISD central office staff to complete and submit identified reports, documents, and documentation in a timely manner
- To interface with the Advisory School Committee (ASC) and Community to enhance school effectiveness
- To write and deliver grade appropriate curriculum in designated courses of study

#### **Performance Responsibilities:**

- Presents a friendly, supportive, professional demeanor to the public, students, staff and volunteers
- Writes and facilitates implementation of lesson plans for paraprofessionals
- Serves as a positive role model for students and staff through actions, word, attitude and dress
- Maintains a high level of ethical behavior to include confidentiality, non-discrimination, integrity, and trustworthiness.
- Maintains regular attendance and punctuality
- Utilizes effective communication skills (written, email, phone, face-to-face)
- Demonstrates knowledge and understanding of Board Policy 8000 ASC
- Works effectively with ASC to enhance site educational and extracurricular activities
- Creates and manages site class schedules within district guidelines
- Works collaboratively with Thorne Bay Principal to coordinate and or teach VTC schedule/classes
- Presents and participates in required professional development activities (in person and/or via VTC)
- Works with SISD Registrar to enter accurate and timely information into the student management database
- Maintains files and enters requested electronic information by identified deadlines to district office or administration as required
- Utilizes approved district forms found on the SISD website
- Approves and oversees staff vehicle usage and student / staff travel
- Manages site budget within allocated resources
- Orders and inventories site supplies, materials, and equipment

- Maintains cumulative student records; updates on an ongoing basis, reviews graduation plans with district Counselor/Administration
- Monitors and manages IEP collection collaboratively with specialized staff; ensures plan compliance and ensures timely updates
- Updates site webpage on an ongoing basis ensuring accurate information is posted
- Demonstrates effective school-wide student management
- Ensures students are supervised at all times; provides a safe, secure, and healthy environment for students and staff
- Demonstrates a working knowledge of the Negotiate Agreement between SISD and Southeast Island Education Association.
- Demonstrates a working knowledge of district policy, procedure and practice standards
- Hires, completes and submits new hire paperwork; assigns duties, supervises and evaluates classified staff within established timelines. Engages in an interactive process for staff growth and development
- Reviews, approves, and submits Timesheets for site personnel according to established payroll processing deadlines
- Hires, supervises and provides input into coaches evaluations
- Collaborates with District Food Service Director to oversee site food service program
- Collaborates with Maintenance Manager/staff to oversee site maintenance
- Submits, monitors, and follows up on work orders as needed
- Coordinates and hold semi-annual parent teacher conferences reporting on student progress, deficiencies and performance improvement plans
- Coordinates use of school facilities, e.g., community entities, visiting specialists, contracted staff, service providers etc.
- Maintains site security to protect district/site facility and equipment assets
  - Key Control
  - After hours usage
- Attends and participates in monthly Board Meetings
- Hosts Board Meetings as assigned
- Submits site Board Reports to Regional Principal and Executive Assistant
- Completes all tasks identified on the End of Year checklist within prescribed timelines
- Maintains a high level of engagement though the timely and accurate completion of all assigned task, duties, and responsibilities
- Performs other duties as assigned

**Term of Employment**

- School Year

**Salary**

- Determined based on SISD's Collective Bargaining Agreement

**Evaluation:**

- Lead Teachers will be evaluated in accordance with the SISD Collective Agreement