

Lead Teacher – General Education

Responsibilities, but not limited to:

- 1) Plan and maintain a healthy, nurturing and engaging classroom environment that will enhance learning throughout the school day
- 2) Based on Standard-based instruction / Balanced Literacy Best Practices, deliver effective, high-quality, rigorous instruction in the content areas that will produce high levels of student academic achievement
- 3) Develop and implement ongoing, written lesson plans, with congruent learning objectives that are aligned to the school's curriculum
- 4) Develop unit lesson plans that include hands-on, critical thinking, thoughtful, thematic, goal-oriented, activities, in keeping with the school's curriculum
- 5) Work to identify students' strengths and needs, maintain ongoing records of same, utilize personal observations and other data collecting tools to inform, plan and implement instruction
- 6) Provide for each and every student by differentiating instruction based on their academic needs, linguistic and cultural needs, as well as different learning styles
- 7) Utilize the Whole School Assessment System, as well as Teacher Made Tests to gather student data, and complete student progress / cycle report cards
- 8) Plan and provide other forms of student assessment, authentic assessment products
- 9) Maintain adequate records of students' achievement on the school's online management and behavioral performance system; complete students' report cards promptly as scheduled; keep records of those communications
- 10) Maintain professional competencies, striving for curriculum mastery, seeking out and participating in PD opportunities in the core areas of curriculum, utilizing assessment and enhancing teacher practices
- 11) Participate actively in weekly grade level meetings, curriculum development activities, and grade level planning sessions
- 12) Maintain and handle with care all school materials issued for your use (computers, smartboard, curriculum binder, manipulatives, etc.)
- 13) Develop relevant materials and adapt existing curricula to meet the needs of students, when necessary
- 14) Possess a high level of technological understanding, taking advantage of professional development opportunities in this area, as well as immersion education in related areas
- 15) Plan in-class parent events based on the school's academic program
- 16) Plan and integrate technology into daily classroom instruction
- 17) Promote on time student attendance; communicate regularly, via a number of resources, with parents regarding whole student body and in-class school events, homework assignments, current content areas, achievement of academic goals, classroom performance and behavior; maintain accurate records of all parent communication and meetings
- 18) Plan and attend parent/teacher conferences, parent/student orientations, and other school events as required
- 19) Assign homework assignments daily, provide timely feedback, and assist children in any areas that show a lack of understanding
- 20) Provide and maintain student folders, notebooks, portfolios throughout the year
- 21) Plan and chaperone field trips
- 22) Establish and maintain a professional, working relationship with peers, colleagues, and other teaching professionals
- 23) Attend and participate in all staff meetings; grade team meeting, faculty meetings, I&RS meetings, and others as required
- 24) Implement the school-wide discipline policy in the classroom, as well as the whole school management system throughout the school
- 25) Attend Child Study Team meeting & Intervention & Referral Team Meetings
- 26) Carefully plan and supply written lesson plans for substitutes when unable to attend school
- 27) Demonstrate ethical behaviors and maintain confidentiality of student staff and parents
- 28) Perform other related tasks that may be necessary

CERTIFICATION(S)/DEGREE(S) REQUIRED:

Elementary K-6 or Early Childhood Pre-K-3

