

Hyde County Schools

Administrative Lead Teacher

POSITION SUMMARY

The Lead Teacher will work as a colleague with classroom teachers to support student learning. The Lead Teacher will focus on individual and group professional development that will expand and refine the understanding about researched-base effective instruction. In order to meet this purpose, the Lead Teacher will provide personalized support that is based on the goals and identified needs of individual teachers. The Lead Teacher will work with small groups and individual students who are struggling academically and are failing to show adequate growth. The Lead Teacher will provide support in a leadership role in the absence of the Mattamuskeet Elementary School Administrator, and other times of need, as deemed appropriate.

EMPLOYMENT TERM

- 10.5 months
- Full-time with benefits

SALARY: North Carolina Teacher's Salary Schedule (www.ncpublicschools.org)

MINIMUM QUALIFICATIONS

- Master's degree preferred from an accredited college/university.
- Current North Carolina Professional Educator's License on file in the central office.
- Minimum of five years of successful teaching experience.
- Experience in researched-based instructional practices.
- Proficiency with curriculum software.
- Must hold a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
- Desire to continue career improvement.
- Administrative experience preferred.

General Responsibilities:

- Demonstrate willingness to assume leadership positions.
- Demonstrate knowledge of researched-based instructional strategies that engage all students.
- Provide organized, individual and/or group learning opportunities for teachers as needed.
- Demonstrate knowledge using a variety of assessment tools.
- Demonstrate a thorough knowledge of Common Core Curriculum and subject matter.
- Provide support in analyzing student assessment data.
- Assist teachers with designing instruction based on assessment data.
- Assist teachers with specific classroom activities when requested.
- Provide support for classroom motivation and management strategies.
- Assist teachers in creating materials that are in alignment with curriculum.
- Monitor intervention programs by observing and meeting with teachers.
- Provide teachers Internet links related to instruction and curriculum.
- Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
- Provide assistance in researching instructional and/or curriculum issues.
- Model lessons when appropriate.
- Provide encouragement and emotional support to teachers.
- Encourage ongoing professional growth for all teachers.

- Manage time and schedule flexibility that maximizes teacher schedules and learning.
- Work positively toward meeting identified district and building improvement goals.
- Assist with development of district curriculum, instruction, and assessments.
- Develop and maintain a confidential collegial relationship with teachers.
- Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
- Attend workshops/conferences to learn about new innovative instructional strategies.
- Adhere to all district and building health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan and Building Crisis Plan.
- Understand that job responsibilities may vary related to each building's needs.
- Perform duties as assigned by Principals and Director of Instructional Programs and Assessments

ESSENTIAL FUNCTIONS

The following are examples of duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Provide Administrative Assistance at Mattamuskeet Elementary School.
- Assume Leadership position in absence of Administrator at Mattamuskeet Elementary School.
- Facilitate the intellectual and professional development of teachers.
- Create positive relationships with teachers, students and administrators.
- Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Support the value of an education.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up 20 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

This Position Reports Directly To: Building Principals and Director of Instructional Programs and Assessments

FSLA Status: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.