

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Title: **Lead Teacher**

Qualifications: 1/ Must hold acceptable NJ Certification for the area assigned, 2/ Demonstrated competencies for assigned area content; 3/ The ability to create and maintain a climate of respect and fairness for all students, including those with IEPs; 4/ Must possess strong communication, management, organizational and technology skills, 5/ Demonstrated ability to function effectively in a diverse school community, 6/ Ability to work as part of a highly functioning team; 7/ Must be a teaching member of the school assigned, 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Building Principal and Assistant Principals.

Job Goal: Provide leadership, organization and expertise needed to effectively coordinate and/or monitor required processes within a small learning community or department, so that the programs are well organized and teachers, child study teams, students and parents receive the information needed for successful participation in the designated program.

Performance Responsibilities:

1) Coordinate the activities of the teaching team within the SMC or department; 2) assume responsibility for the continual improvement of the quality of the program; 3) assist the building principal with scheduling of students and teachers assigned to the team; 4) coordinate interdisciplinary units with the team; 5) share appropriate instructional strategies with other personnel; 6) encourage staff to develop and utilize new curriculum materials and methods; 7) serve as a liaison with parents when needed; 8) guide the learning process toward the achievement of curriculum goals; 9) serve as role model for other teachers in the team; 10) encourage staff to involve parents in their children's learning; 11) advocate and maintain a positive learning environment appropriate for student achievement; 12) assess, modify and match instructional activities and goals with student characteristics and needs; 13) help facilitate the communication process between parents, general education teachers, special education, CSTs and supervisors; 14) maintain appropriate public relations for the program; 15) assist in the development of non-tenured teachers involved in the program; 16) abide by all district, state and federal policies, laws and regulations; 17) assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties.

Terms: Stipend is in addition to regular salary and is under terms negotiated by the Board and the MEA. No other benefits implied. This stipended position is in addition to any employee's regular contract, is non-tenurable, and must be renewed annually by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on the evaluation of certified staff.

Established: 1994, Revised 6/2007, 2011