



JOB DESCRIPTION

Position Title:	Lead Teacher
Date Modified:	January 2016
FLSA Classification:	Exempt, Instructional Staff
Reports To:	Principal(s)

Position Overview:

The Howard School recognizes and celebrates learner passions and strengths, while also addressing their disabilities and weaknesses, and believes that learners are neither defined nor limited by labels. We seek an experienced educator to join an interdisciplinary team who is committed to interactive project-based learning, student self-knowledge and self-advocacy, the expressive arts, and collaboration. Ideal candidates have the attributes of flexibility, humor, collaboration, creativity, and passion for emerging research and pedagogy. They must possess the insight and skills to participate fully on a team which brings research-based expertise, depth of experience, and enthusiasm to a full and robust academic program that includes the arts, technology and athletics.

Position Purpose:

The Lead Teacher is responsible, in collaboration with the teaching team, for creating a vibrant, student-centered environment that supports the learning and personal growth of each student. He or she must be skillful in establishing a strong relationship with students and creating learning opportunities that motivate and inspire students to develop all aspects of their profiles.

Teacher Characteristics:

- Committed to designing and adapting instruction to meet a range of student learning needs and interests
- Committed to multidisciplinary instruction, encouraging students' creative expression, incorporating student interest and passions, and developing critical thinking
- Curious about the world of ideas across multiple disciplines, and excited to teach across different disciplines.
- Committed to and skilled in differentiation
- Highly collaborative and excited about generating curriculum and assessment ideas in a team setting
- Curious, creative, self-reflective, and willing to take initiative and run with new ideas

Essential Functions

- Develops lesson plans and supplementary materials compatible with the division's basic instructional and philosophical standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students
- Translates lesson plans into learning experiences to effectively and actively engage students



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- Guides students to know their own profile and to advocate for their learning needs
- Seeks regular field experience opportunities for students that extend the classroom into the broader community
- Works collaboratively with the teaching team on behalf of students, and seeks the ideas, feedback or advice of colleagues as an integral part of effective planning
- Integrates modern technologies, media and other tools into instruction
- Establishes and maintains standards of student behavior through relationship, positive reinforcement and support
- Evaluates and documents academic and social growth of students, and keeps required records
- Communicates regularly and thoroughly with parents or guardians through conferences and other means to discuss student progress
- Supervises and monitors students in class and during transitions so that students are safe physically and emotionally
- Models nondiscriminatory practices in all activities
- Administers testing in accordance with division testing practices
- Responsible for supervision of support staff/teacher
- Performs other duties as assigned
- Regular and predictable attendance is an essential function of the job

Qualifications

- Bachelor's degree required
- Advanced degree and 3-5 years of classroom experience preferred
- Desire to plan and work collaboratively on a team essential
- Experience with differentiation, or with students with learning differences with an ability and willingness to adjust to student understanding and misunderstanding
- Flexible teaching background and interest in teaching electives, coaching and/or advising clubs is a plus

Physical Requirements and Work Environment

1. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 75 pounds; and to bend, stoop climb stairs and reach overhead
2. Work primarily in a traditional climate controlled office environment
3. Work intermittently in outside weather conditions, including extreme heat and cold



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School Profile

The Howard School educates students with language-based learning disabilities and learning differences through instruction designed to complement and address each student's individual needs, and to help each student understand and advocate for his or her own learning process. The curriculum focuses on depth of understanding to make learning meaningful and therefore, maximize educational success.

The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.

Supervisor/Title

Date

Human Resources

Date

Head of School

Date