



JOB DESCRIPTION

Position Title: Short-Term Lower School Lead Teacher

Date Modified: March 2019

FLSA Classification: Exempt, Instructional Staff

Reports To: Principal(s)

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 profile. Training and experience in teaching young children with learning disabilities/differences, particularly in the area of reading, strongly preferred.

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.
- 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.



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- 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
- Young child experience (ages 5-8) and reading/LD experience desired. Early Childhood experience also 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.