**Stanwood-Camano School District**

**Human Resources**

**Job Description**

**Title: Saratoga Lead Teacher**

Classification: Certificated – Non-supervisory

Reports to: Principal ALE Programs

**Purpose Statement**

The Saratoga Parent Partnership Program Lead Teacher is responsible for the onsite organization and implementation of this Alternative Learning Experience program in cooperation with the ALE Principal . This individual coordinates the instructional program, performs administrative duties as assigned, promotes the educational development of each student and develops a positive working relationship with staff, parents and students in the program while communicating the potential benefits of the program to interested parties.

**Essential Functions**

* Empowers home-schooling parents and demonstrates open and honest relationships.
* Facilitates dialogue about parent’s vision for the school using innovative approaches and communicates this vision to the school district and community.
* Focuses on non-traditional, challenging, and differentiated methods of teaching and assessment.
* Implements an organizational structure that facilitates open, formal and informal communication among students, staff, parents, and administrators.
* Leads staff members in implementing state testing requirements, adheres to Common Core State standards, and provides training pertinent to teaching duties.
* Provides leadership for an effective instructional program, student discipline, safety, student government, and school activities.
* Prepares and maintain student and staff schedules for the efficient conduct of school instruction and business in cooperation with ALE principal.
* Assists ALE Principal in managing school budget in cooperation with parent group.
* Applies board policies, administrative regulations, laws, contracts, and financial accountability consistently.
* In collaboration with ALE principal, parents and Teaching and Learning department, evaluates, selects, and purchases supplies, textbooks, and equipment.
* Works collaboratively with other schools in the district to identify parents who might be interested in a parent-partnership program for their student’s education.
* Makes recommendations for program staffing and all other issues related the Parent-Partner program.
* Clearly and proactively communicates enthusiasm for learning with administrators, parents, staff and students.
* Creates and implements the required student learning plans maintaining caseload commensurate with 1.0 teaching position.
* Works with ALE principal to keep abreast of ALE regulations and ensure district compliance with all ALE laws.
* Interacts in a positive manner with staff, students, parents, and the public.
* Assess the needs of the programs and report needs to the program administrator.
* Assumes duties of assessment coordinator for Saratoga school.
* Provides instruction to students at Saratoga school.
* Job presence

**Other Functions**

* Provides for professional development needs of parents as appropriate.
* Recommends needed changes in policy appropriate to assigned area.
* Reports progress to the Board, the administrative team, staff, and the public as required.
* Attends Board meetings at the request of the superintendent or his/her supervisor.
* Orders supplies and necessary materials that promote student learning and support the learning goals of the program.
* Interacts positively with others
* Be available for meetings with students and parents for education-related purposes outside the instructional day.
* Observe confidentiality regarding student and personnel information.
* Other duties as assigned.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

*Skills* required to successfully perform the duties of this position include:

* Strong verbal and written communication skills
* Non-traditional instructional approaches that are effective with the program population
* Strong fiscal management skills
* Effective and active listening skills
* Organizational and problem-solving skills

*Knowledge* of the following are required to successfully perform the duties of this position:

* Non-traditional methods of teaching and assessment
* Lifelong Guidelines and Lifeskills or ability to learn and apply
* Laws that guide alternative learning educational programs

*Ability* to:

* Support the parent-partner program philosophy
* Empower parents and demonstrate open, honest relationships
* Encourage and facilitate the parents’ vision
* Participate effectively in shared decision-making
* Direct and delegate responsibilities as appropriate
* Communicate ideas and directives clearly and effectively using multiple communication modes
* Facilitate the successful implementation of the state standards in teaching and learning
* Work effectively with the District team.

**Working Environment**

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 50% sitting, 10% walking, and 40% standing. The job is performed primarily indoors under minimal temperature variations with potential, though limited, exposure to bodily fluids.

**Experience** A minimum of 5 years successful teaching experience preferred.

**Education** Bachelors Degree required.

Highly qualified in at least one required content area and the ability to become highly qualified in all content areas for which you are responsible.

**Special Requirements**

* Washington State Patrol and FBI Fingerprint Clearance.
* Proof of Immunization (if born 1/1/57 or later)
* I-9 Employment Eligibility in compliance with the Immigration Reform Act.
* HIV/HBV Training (obtain within 60 days of hire date-district provided)
* Sexual Harassment Training (obtain within 60 days of hire date-district provided)

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| **Required Testing**  None | | **Certificates**  Valid Washington State Teaching Certificate |
| **Continuing Ed./Training**  As required by law | | **Clearances**  Fingerprint/Background Clearance |
| **FLSA Status:** | **Approved**: | **Salary Range:** Based on Washington State LEAP Schedule and SCEA Bargaining Agreement Plus Annual Stipend for Lead Responsibilities |

Classification History:

Developed: 7/07

Revised: 3/15

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*