

**Lead Teacher English/Lang. Arts (9-12)/STAE
New Hanover County Schools**

Job Description

Class: Certified

Dept: Instructional Services

TITLE: Lead Teacher

- QUALIFICATIONS:**
1. Bachelor's degree in English/Lang. Arts (9-12) or related field with a current North Carolina teaching certificate.
 2. Minimum of five years teaching experience.
 3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Secondary Education

JOB GOAL: To assist the Director with the implementation of 9-12 English Language Arts (ELA), in order to ensure implementation of required local, state and federal expectations aligned with English Language Arts Standard Course of Study for all New Hanover County Schools. Supervise implementation and management of the district's Striving to Achieve Excellence Program (STAE).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and accountability issues.
2. Coordinate training and technical support to assist 9-12 ELA teachers and STAE tutors in measuring performance.
3. Serve as a liaison for ELA teachers by providing district communication, training, and assisting teachers with instructional implementation, with an emphasis upon content and student learning.
4. Communicate education initiatives and programs as well as state/federal recommendations and policies.
5. Provide management of STAE tutors in secondary schools; complete related reports and monitoring of STAE budget.
6. Function as a liaison at school sites to support instruction, scheduling, promotion, development, expansion, and support of current ELA and STAE programs.

7. Perform other duties and responsibilities as assigned by the Director of Instructional Services.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of ELA 9-12 requirements and Striving to Achieve Excellence content.
- Ability to use web-based instructional and assessment systems.
- Ability to serve as a liaison between ELA teachers, STAE tutors, instructional services department, school administration and learning community.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to support 9-12 ELA instruction in accordance to local/state expectations; oversee implementation of STAE program.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.