

**Lead K-12 Health/PE and Family Life Teacher  
New Hanover County Schools**

**Job Description Class:**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: Lead Teacher**

- QUALIFICATIONS:**
1. Master's degree in education with current North Carolina teaching certificate in appropriate content area.
  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 required state and local curriculum requirements for all New Hanover County Schools and teach Family Life Education.

**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 academic issues.
2. Assist with program planning, implementation and evaluation of instructional programs and practices.
3. Serve as curriculum liaison between the NC Department of Public Instruction and NHCS department chairpersons and curriculum representatives.
4. Provide instructional support and staff development to teachers and administrators.
5. Assist with reporting requirements for state, federal and local initiatives.
6. Collaborate with local organizations to provide outreach programs which are aligned to the curriculum.
7. Collaborate with other departments and serve on interdepartmental committees, including but not limited to: Title IX committee, SHAC – School Health Advisory Wellness Coordinator

8. Keep abreast of educational initiatives and programs as well as state/federal recommendations and policies.
9. Assist with textbook adoption process and the selection of appropriate instructional materials.
10. Teach Family Life Education in 8 elementary schools. (Growth & Changes)
11. Perform other duties and responsibilities as assigned by the Director of Secondary Education.

*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:** 10.5 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 the NC SCOS K-12.
- Knowledge of the National Sexuality Education Standards.
- Ability to use web-based instructional and assessment systems.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate strong knowledge of computers and all aspects of the professional software programs.
- Ability to create and maintain a webpage.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.