

POSITION TITLE: Teacher – Exceptional Education – Lead Teacher

QUALIFICATIONS: Must hold endorsement in special education with a minimum of three years of successful teaching experience in special education. Postgraduate Professional License with endorsement in administration and supervision, or experience as a grade level chairperson, lead teacher, or school-based compliance coordinator is preferred. Knowledge of current trends in instructional practices, including special education, and the use of state, division, city and community resources to help facilitate the successful operation of the school. Must have the ability to provide effective leadership and management of the academic curriculum component of program at the assigned site. The ability to establish and maintain effective working relationships with faculty, staff, and central office personnel is essential. Must be able to effectively communicate and work in a cooperative and collaborative manner with diverse groups in central office, school staff, affiliated organizations, local businesses and the community. Must have a thorough understanding of public school administration and the ability to interpret and explain the mission, goals and objectives of the academic program. Must be proficient with standard computer skills, including data entry, creating reports and spreadsheets, and implementing instructional technology. Excellent oral and written communication skills required. Personal characteristics for working effectively with students, families, staff, and community representatives are required.

PERFORMANCE EXPECTATIONS: Assists in the administration of instructional and operational programs of the school, and serves as the site administrator in the absence of the principal. Assist teachers in improving the quality for instruction delivered to all special education students and to assist with compliance monitoring in accordance with state and federal special education regulations. Assists in the organization and planning of instruction, selection of materials, and implementation of programs. Assists in evaluation and improvement of instructional skills through monitoring and conducting teacher observations and feedback conferences regarding performance. Monitors and reports student attendance and implements strategies to ensure satisfactory student attendance rates. Plans, organizes, and directs duties of staff. Plans school-based staff development activities. Assists in establishing programs and strategies to ensure compliance with Standards of Student Conduct, and maintaining discipline throughout the student body. Assists teachers in the development and monitoring of IEP's, and other pertinent documents in the provision of special education services. Serves and interacts with parents, students, staff and community members/organizations to promote the mission and vision of the school and advance educational and related activities and objectives. Produces and provides reports to principal and central office administrators as requested. Performs other tasks and responsibilities as assigned by the principal.

GENERAL DEFINITION AND CONDITIONS OF WORK: Acts for the principal in his/her absence, within the framework of school rules, administrative regulations and School Board policy. Duties are performed typically in a school setting. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Principal

PAY SCHEDULE: Teacher Salary Schedule plus 5% supplement

LENGTH OF CONTRACT: 230 Days (11 months)

FLSA: Exempt