



## Head Teacher

Reports To: Superintendent

### **SUMMARY**

A Head Teacher provides leadership, management and supervisory skills that promote learning for each student in the school while maintaining a teaching role in a classroom. They lead others and stand for the ideas and values that help to develop globally competent citizens. They are stewards for learning – student learning, staff learning and parent learning. They provide a clear vision, inspiration, energy and insight for all stakeholders in an enlightening and high functioning school community. They are attentive to habits of mind, data driven decision-making, the change process, accountability, conflict resolution, team building and a well-organized school. They have a set of beliefs and a skill set that guides the school in day-to-day operations to ensure the health, safety and welfare of all students, staff and families. Head Teachers orchestrate a complex, dynamic and collaborative learning community each and every day where students and student learning are always the central focus.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Administration**

- Maintain a positive learning environment that promotes the implementation of the school's programs and functions.
- Assure that proper supervision is maintained and all requirements for successful programming are in place.
- Ensure that all district policies, procedures and regulations are fully implemented at the school.
- Make continuous and systematic evaluations of all programs and expenditures to ascertain their educational value as determined by the district mission and goals, using this evaluation to govern all recommendations and management of the school.
- Supervise the preparation of all reports for the school, district and state office.
- Visit classes in the school on a regular basis in order to evaluate the effectiveness of existing educational policies and participate in developing plans for improvement.
- Evaluate all personnel to assure the application of accountability as required under Wyoming Statutory law.
- Take all reasonable precautions to safeguard the health and general well-being of staff and students in the school. Use discretion in cases of dire emergency affecting the health, safety or welfare of pupils, employees or property of the school, and report to the Superintendent any action taken as soon as possible.
- Ensure that buildings and grounds are properly cared for, maintained and secured when not in use.
- Plan and supervise fire, tornado, and lock down drills, work with coordinators (or others) to update yearly crisis plans.
- Coordinate maintenance, transportation and food service operations to ensure a conducive learning environment and safe operation of these programs.
- Handle all complaints affecting the school using positive interaction skills, investigate the same, refer to the superintendent cases which cannot be adjusted satisfactorily and redress legitimate grievances where possible.
- Ensure staff members are only teaching courses in their certified area(s).

- Notify parents when long-term substitutes are being used.
- Work with universities to coordinate placement of student teachers.
- Participate in the district Teacher of the Year Program and encourage all staff members to work to celebrate their accomplishments when available.
- Understand and, when appropriate, provide direction in the use of intervention programs at the correct needs level for all students.
- Assist in the orientation, training and in-service of staff members.
- Hold faculty meetings, plan the agenda for such meetings, and preside over the meetings with opportunities for staff leadership.
- Actively seek and utilize staff input in making decisions that deal with school operations and procedures.

### **Teaching**

- Develop lesson plans which meet established school and national curriculum models.
- Adapt and reassess lesson plans to meet specific student needs, comply with newly implemented guidelines or rules and to update relevant information, to include new developments in education.
- Manage the diverse ability level of students by adapting the curriculum to fit individual student needs while maintaining overall class progress.
- Utilize a variety of educational resources, instructional materials and technology to enhance the teaching and learning process in a competent and effective manner.
- Assess and record student development, while identifying strengths and weaknesses in students.
- Maintain a safe, respectful and positive learning environment, providing open communication with students, while promoting safety and compliance with school rules and guidelines.
- Coordinate paraprofessional responsibilities and duties with the SPED department and accommodate modifications according to student IEPs.
- Communicate with parents on a regular basis, providing student progress reports to include both positive and negative behaviors.
- Participate in professional activities, continuing education and professional development that enhance the mission and goals of the school/district and meet district standards.
- Demonstrate high standards of professionalism and ethics.

### **Students**

- Develop procedures that allow for the maintenance of high learning standards, student conduct standards and enforce discipline as necessary, according due process to the rights of students and working cooperatively with parents.
- Take disciplinary actions up to and including suspension of students according to district guidelines and state statutes.
- Maintain accurate records and reports on student academic progress, discipline, behavior and attendance.

### **Financial**

- Adhere to governing board-approved budgets and ensure that expenditure exceptions to budgeted amounts receive prior approval from the Superintendent and/or governing board.
- Work cooperatively with the Business Manager to prepare a school budget that is reflective of learning priorities, including staff involvement, and to be approved by the Superintendent and governing board.
- Administer a system of accounting for all student activity money and have this system prepared for audit within the district auditing process.
- Follow properly established district accounting procedures for requisition of funds.

## **District**

- Communicate fully and accurately all matters that should receive the attention of the Superintendent.
- Meet on a regular basis with the district administrative team to coordinate areas of mutual concern.
- Act as liaison between the school and community, interpreting learning activities, school activities, school regulations and district policies, and encouraging community participation in school life.
- Report to the Superintendent immediately, supplemented by a written memorandum, any serious infringement of personal or property rights within the school that occur and any breach of contract affecting the school, or any serious injury to a pupil or staff member that may occur at any time or place where the rights and responsibilities of the school may be involved.
- Inform the Superintendent of the effectiveness of the functioning of all school related or direct services and participate in developing plans for improvement.
- Maintain a professional working relationship with all administrators to ensure continuity in the students' total education.
- Perform other reasonable duties that the Superintendent may assign or as directed through the Superintendent from the Board of Trustees.

## **QUALIFICATIONS**

- **Education:** Bachelor's Degree or higher from an accredited college or university and at least 10 years of teaching experience.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Possess strong written and verbal communication skills with the ability to communicate effectively in both.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Suite, email, Chromebook applications, Smart Boards and standard office equipment.
- **Other Skills and Abilities:** Must have a high level of interpersonal skills to handle sensitive and confidential situations. Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the building. Appropriately communicate with students, parents, District staff and members of the community. Establish a school climate which will prompt appropriate student behavior. Ability to exercise mature and professional judgment while dealing with others and working in a dynamic environment. Ability to be flexible, organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district training, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.
- **Certificates, Licenses, Registrations:** Valid Wyoming Teaching Certification. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

A majority of this work is generally performed in a classroom setting, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position will require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling, and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.