

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Secondary School Lead Teacher
- REPORTS TO:** Building Principal/Supervisor
- QUALIFICATIONS:** Teacher Certification
Excellent organizational and communication skills
Understanding of budget development
Understanding of curriculum development
Understanding of schedule development
Required criminal background check and proof of US citizenship or legal resident alien status
- GENERAL DUTIES:** Student and Staff Responsibilities as directed by the Principal and the Supervisor
- JOB GOALS:** To provide instructional and organizational leadership for the area(s) of responsibility
- Due to the nature of work, a lead teacher is expected to devote time beyond the regular school day to accomplish duties as outlined below:

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate the attributes of a master teacher by modeling effective instructional techniques, by regularly pursuing opportunities for professional development, and by keeping current in the thinking and pedagogy in his/her field.
2. Serve as a peer coach by assisting members of the department in refining instructional techniques.
3. Maintain a positive, cooperative role in all professional interactions; assume responsibility in promoting a positive climate for effective instruction.
4. Engage in a variety of activities to maintain and improve professional competencies.
5. Provide leadership for professional development activities; assist in assessment programs, including content area assessment.
6. Under the direction of the principal and supervisor, prepare initial budget requests, initiate purchase orders, maintain running accounts and keep staff informed as to the budget process.

Secondary School Lead Teacher (continued)

7. Purchase, distribute and maintain department equipment and supplies; maintain up-to-date inventory of textbooks and equipment.
8. Monitor physical facilities and implement safety procedures.
9. Meet with building and district administration to suggest and receive direction concerning the operation of the department and school.
10. Meet with supervisors to assist in the implementation of approved curriculum and to organize activities to promote individual programs.
11. Monitor and administer all operational aspects of substitute teachers utilized by the department.
12. Organize and conduct regular department meetings with agendas forwarded to appropriate building administrators.
13. Advise and consult with students, parents and staff about course selection and course changes; monitor class size.
14. Assist with testing programs.
15. Assist in the organization of subject speakers, assembly programs, student competition, scholarship recommendations and selections, workshops, symposiums, etc.
16. Attend school-based Administrative Council meetings.
17. Collect (without specific comment) plan books and other curriculum materials as requested to be submitted to the appropriate administrator.
18. Coordinate preparation of final and/or semester exams, including modification, distribution, collection and storage.
19. Address problems as they are presented by members of the department. Prepare departmental reports as requested or assigned. Act as liaison/resource professional support person; interact with other subject areas on matters of mutual concern.
20. Provide orientation and on-going assistance for new teachers.
21. Perform, on request, assignments from the building or district administrators.

6/94

Approved: 5/12/09

Revised: 9/24/09