

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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JOB TITLE: LEAD TEACHER

REPORTS TO: Principal on Assignment

SUPERVISES: Assists Students and staff assigned to an Academy

NATURE AND SCOPE OF JOB:

Serves as the educational leader of an Academy to ensure that all students are supervised in a safe child-centered learning environment that meets and exceeds the State Core Curriculum Content Standards, following the approved curricula and directives of the school. The Lead Teacher works collaboratively with the Principal to lead and nurture all members of the school staff and communicates effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities to assist the Principal in planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

QUALIFICATIONS:

The Lead Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11. Preference will be given to individuals holding New Jersey administrative or supervisory certification.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least three (3) years excellent administrative experience as a Teacher, and excellent experience in teaching and working with adults.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver's license with no serious violations.
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research relating to learning.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

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9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.
4. College transcripts.
5. Job interview.

EMPLOYMENT TERMS:

The Lead Teacher shall be employed under the following terms:

1. Work year of ten or twelve months depending on the program of the Academy.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.

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3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Lead Teacher shall:

1. Promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Work toward achieving the goals of:
 - Improved student performance;
 - Research based program of curriculum and instruction supported by and integrated with an appropriate array of research proven supplemental strategies;
 - School based leadership and decision making to ensure a comprehensive plan with annual student achievement targets, supported by parents, staff, and community members;
 - Integration and alignment of school functions aimed at student achievement of the Core Curriculum Content Standards;
 - Infusion of educational technology;
 - Professional development for all staff focused on the achievement of the Core Curriculum Content Standards;
 - Safe school environment conducive to learning, including a school security program
 - Coordination of resources for comprehensive student and family health and social services;
 - Accountability system with rewards and sanctions related to the achievement of the Core Curriculum Content Standards.
3. Assist the Principal in implementing effective and clear procedures for the operation and functioning of the entire school consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations. Ensure compliance with all laws, administrative codes, Board polices and regulations, including affirmative action mandates.
4. Collect data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.

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5. Assist the Principal in leading school level planning processes to ensure the development, implementation, and evaluation of all school programs and activities. The planning processes shall include development of the state mandated school level objectives (N.J.A.C. 6:8-4.4(a) 2), following the required procedures.
6. Assist the Principal to establish the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the State Core Curriculum Content Standards.
7. Work toward ensuring that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
8. Assist the Principal in implementing a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Core Curriculum Content Standards, using staff identified criteria reflecting the needs of the program.
9. Assist the Principal in providing a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
10. Assist the Principal in Incorporating procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.
11. Assist the Principal in filing all required reports regarding violence, vandalism, attendance and discipline matters, in a timely manner.
12. Establish a professional rapport that earns their respect from students and staff.
13. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
14. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
15. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social

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conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

16. Follow District affirmative action procedures.
17. Assist the Principal in providing opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
18. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary for the proper functioning of the school.
19. Assist the Principal in developing a budget for the school.
20. Monitor all purchases in accordance with district, school, and GAAP policies and procedures.
21. Keep the inventory for all school supplies, materials, and equipment.
22. Implement procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
23. Assist the Principal in providing for the health, safety, and welfare of students, personnel, and visitors.
24. Carry out clearly understood procedures and provide regular drills for emergencies and disasters, following State, local, and district guidelines. Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
25. Provide information to staff, students, and parents as necessary, and follow procedures for dealing with the media. Notify the Superintendent immediately of any unusual circumstances.
26. Assist the Principal in maintaining a master schedule for the use of the school facilities.
27. Assist the Principal in implementing schedules and procedures for the supervision of students in non-classroom areas, including before and after school, bus loading and unloading, athletic events and cafeteria.
28. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
29. Assist the Principal in organizing and maintaining a public relations system for the school that consistently celebrates and informs parents and the community of the accomplishments of

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students, staff. The information provided should solicit community and parental support and understanding of the programs and services of the school.

30. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
31. Maintain effective communications with agencies and resources outside of the school, including employers, colleges, and schools in the area and in the athletic conference.
32. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
33. Assist the Principal in completing in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate attendance records. Answer correspondence promptly.
34. Communicate with the Principal regularly about the needs, successes, and general operation of the school.
35. Assist the Principal in ensuring that personnel and student record keeping procedures comply with State and federal law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records.
36. Assist the Principal in organizing procedures for identifying and addressing special needs of students including health related concerns, and physical, emotional, and learning disabilities, coordinating the resources of the school and community to assist the student and family.
37. Assist the Principal in monitoring the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils.
38. Assist the Principal in ensuring that the excluded pupil's parents or guardian are apprised of the reason for exclusion (N.J.S.A. 18A:40-7 et. seq.).
39. Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community.
40. Attend regular staff meetings and serve, as appropriate, on staff committees.
41. Represent the school and district at community, State, and professional meetings.
42. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
43. Assist the Principal in maintaining in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.

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44. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
45. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
46. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
47. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

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1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal on Assignment for Academies shall evaluate the Lead Teacher in accordance with Policy No. 3221 or 3222 and Regulation Nos. 3221 or 3222 this Job Description and such other criteria as shall be established by the Board of Education.

Approved

Date