

**JOB TITLE:**

Elementary Lead Teacher

**GENERAL SUMMARY:**

Under the direction of the Building Principal, the Lead Teacher provides support as necessary in the management and operation of the elementary school. The Lead teacher works directly with the staff and acts for the Principal in his/her absence, by his/her designation, and performs other duties directly related to this position description.

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

**General:**

Assist the Principal and staff in implementing schools curricular and long range goals while maintaining the integrity of his/her classroom.

Provides support and monitoring of schools co-curricular and extracurricular activities.

Demonstrates leadership and support of the educational/administrative philosophies of the school and District.

In concert with the Principal works with parents and community in the development, implementation and evaluation of the school programs through the School Site Council, School Advisory Committee or other parent/community groups as appropriate.

Helps promote and maintains a professional attitude among staff.

**Additional Related Duties/Responsibilities:**

Assists in the developing/maintaining a positive school climate that encourages orderly conduct by students.

Promotes a feeling of unity and spirit among the student body.

Develops with Principal and staff extra-curricular student activities appropriate to a K-6 school.

Provides leadership/support to student government, student council activities as directed.

**Working Conditions:**

Ability to work at a desk, conference table or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading texts, correspondence, documents and other printed matter and observing staff and students.

Ability to hear and understand speech at normal levels.

Ability to communicate so others will be able to clearly understand normal conversation.

Ability to bend and twist, crouch, kneel, to assist students pushing/pulling and lifting of instructional equipment and supplies, sitting in chairs and/or floor, reaching in all direction and leaning over desks for prolonged periods of time.

Ability to lift up to 25 pounds.

Ability to carry up to 25 pounds.

Moderate to high stress level.

**Environmental Conditions:**

Work is predominantly in classroom, school environment.

Temperature – normal climate.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular/occasional contact with parents, community members and outside agency personnel.

**Occupational Certificates/Licenses:**

Holds an appropriate California Teaching Credential issued by the California Commission on Teacher Credentialing. A Clear Administrative Services Credential is desired (or in progress).

First Aid and CPR certification.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.