

Job Description – Chebeague Island School Department

JOB TITLE: Teacher Leader

REPORTS TO: Building Principal

SUPERVISES: Indirectly, all teachers, staff and students when the building principal is absent

JOB GOAL/PRIMARY PURPOSE: When the building principal is absent, to serve as the school leader and coordinate and manage the operations of the school and work with all staff, students and parents in the best interests of the district.

MINIMUM QUALIFICATIONS:

INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES, AND EXPERIENCE:

- ✓ Has Maine Department of Education certification as a teacher and other credentials required to be “Highly Qualified” according to State and Federal standards
- ✓ Bachelor’s Degree (Masters Degree is preferred)
- ✓ Has current State of Maine Criminal History Records Check approval

KNOWLEDGE, SKILLS AND ABILITIES:

- ✓ Employs strong communication skills (interpersonal speaking, writing, and listening)
- ✓ Exhibits leadership potential in classroom, school and district initiatives
- ✓ Is knowledgeable of instructional delivery methods, classroom behavioral expectations and modifications, and curriculum development
- ✓ Exhibits outstanding professionalism
- ✓ Works and thinks well under pressure situations

ESSENTIAL FUNCTIONS:

Responsibilities may include but are not limited to the following:

1. Stands in for the principal during his/her absence
 - Coordinates and runs staff and/or parent meetings
 - Communicates with staff on specific topics
 - Meets and works with vendors
 - Supports orientation of new staff
 - Handles student discipline and growth
 - Serves as a resource and provides guidance and support to all school staff
2. Assists in professional development activities and district initiatives
3. Observes and provides peer assistance and feedback to colleagues
4. Coordinates the school’s testing program
5. Performs other related duties as may be assigned by building principal

SPECIAL REQUIREMENTS:

1. May be required to attend school/district meeting(s) outside of the regular instructional day

TERMS OF EMPLOYMENT: Salary and work year to be established by the School Committee

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee’s policy Supervision and Evaluation of Professional Staff.

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Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.

Approved: July 12, 2016