

Diocese of Sioux City Catholic Schools

Position Description

Job Title: Lead Teacher

FLSA Status: Exempt

Department: Education

Hours/Week: determined per contract

Reports To: Principal

Primary Purpose: To ensure that all students are supervised in a safe learning environment that meets and exceeds the approved curricula and directives of the school. Works collaboratively with, and under the supervision of, the Principal to lead and nurture all members of the school staff and communicates effectively with parents and members of the parish and school community.

Essential Functions:

1. Assist the Principal in implementing effective and clear procedures for the operation and functioning of the school consistent with its philosophy, mission, values and goals.
2. In the absence of the Principal assist teachers in addressing student behavioral issues and in providing fair and consistent discipline as needed to ensure a safe, orderly environment that encourages students to take responsibility for their behavior.
3. Coordinate the scheduling of courses and classrooms, including the scheduling of teacher aides as needed. Assist the Principal and school secretary in recruiting and scheduling substitute teachers; duties may include covering classrooms in the absence of regular teaching staff.
4. Under the supervision of the Principal, prepare constructive feedback and instructional coaching for classroom teachers. Assist as needed in developing and implementing a plan for a teacher's professional improvement.
5. Under the supervision of the Principal, provide opportunities for effective staff development, including conducting the training or meeting in the principal's absence
6. Provide leadership for the faculty and staff by assisting in the coordination of special events throughout school year. Duties may include supporting teacher committees, special fund-raising events or assisting parent committees in their efforts to support the school.
7. Communicate regularly with students, staff, parents, and the community, to celebrate and inform supporters of the accomplishments of students and staff. Provide information to promote community and parental support/ understanding of the goals and services of the school.

8. Assist with other responsibilities as assigned - special projects, balancing of workload, or assisting in the absence of other employees.

Supervisory Responsibilities:

Responsible for the assignment of work and delegation of responsibilities to non-professional staff.. Authorized to establish and initiate disciplinary procedures with the guidance of the Principal. Nothing in this Job Description should be construed as authorizing the Lead Teacher to perform duties beyond the scope of his/her professional license.

Knowledge, Skills, Experience Required or Preferred:

- Hold a valid Iowa teacher's license for the appropriate grade levels, with a minimum of 3 years teaching experience
- Must be able to handle confidential information appropriately, be well-organized with good eye for detail, and be able to perform responsibilities effectively under occasionally stressful situations
- Proficient in computer usage both in the classroom and for administrative tasks; previous experience in website development / maintenance desirable
- Must possess excellent communication skills, including the ability to deal tactfully with the public and to handle projects and organize multiple tasks; experience in public-speaking desirable
- Ability to collaborate with a wide range of people on events and programs required

Physical and Cognitive Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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. While performing this job the staff member must be able to:

- Sit, stand and walk for required periods of time within the classroom and school
- Speak and communicate effectively both verbally and in writing using proper grammar and vocabulary
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls; some light lifting may be required

Duties may require travel and attendance at evening and/or weekend meetings. Although work is performed primarily under inside environmental conditions, the required travel may result in temporary exposure to outside environmental conditions. Duties require a wide range of intellectual and practical problem-solving skills and comprehension of complex concepts.