

GERVAIS SCHOOL DISTRICT #1 - LEAD TEACHER

QUALIFICATIONS:

- Valid Oregon teacher license with appropriate subject endorsements, if needed.
- Prior elementary school experience is required.
- Minimum of three years of teaching experience.
- Valid First Aid card as requested by Principal.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- Principal

JOB GOAL:

- To assure a smooth and efficient operation of the school during the absence of the principal and to promote the well-being of each student and staff member.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for additional indicators):

- To assume leadership of the school in the absence of the principal.
- To provide leadership in moments of school crisis.
- To assist staff with problems in non-curricular matters.
- To deal with disciplinary problems that should be handled immediately.
- To make recommendations on curriculum.
- To meet with parents or guardians as necessary.
- To let the principal know what transpired in his/her absence as soon as possible.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date

