

Job Description

Job Title: Lead Teacher for Special Programs
Position Code: 7E30, GE30
Job Classification: Exempt

Supervisor: Principal
Pay Grade: 35L, 37L, 38L, 39L
Contract Length: 202 Days

Job Summary

Under the direction of the principal and program administrator, the position is responsible for assisting with coordination, management and development of specific magnet programs or other special student programs at a particular school.

Essential Duties

1. Acts as the additional point of contact for all magnet events.
2. Works with the magnet program administrator to ensure that activities are properly planned and announced to the students and staff in a timely manner.
3. Assists the program administrator with the selection of students for leadership and honors activities
4. Assists with updating all magnet program documents.
5. Assists the program administrator in the performance of their duties when requested, including sending emails and other correspondence when requested to do so.
6. Assists with developing Individual Improvement Plans for every magnet student identified as needing support.
7. Assists the program administrator and school counselors with ensuring that all magnet students are scheduled for the proper courses.
8. Communicates directly and effectively with faculty, staff and administrators concerning student progress.
9. Coordinates with the program administrator and effectively interpreting student data for stakeholders
10. Assists in developing, administering, and evaluating the magnet program curriculum and instructional activities.
11. Assists with the supervision of and participating in afterschool, evening and weekend magnet school sponsored activities.
12. Attends special meetings related to the magnet program (to include magnet recruitment activities).
13. Attends lead teacher meetings regularly and administrative team meetings, when requested.
14. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities, which occur in school including PTA, student clubs and after-school activities.
3. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's or Master's degree in education or a related field. Must have at least 3 years of successful teaching in field. Must be eligible for, or in possession or an appropriate Virginia teaching license. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer, to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom.

Supervision Exercised: Assigned Staff

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Teacher for Special Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 082022 CR