

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: LEAD TEACHER: CURRICULUM AND INSTRUCTION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services, the Lead Teacher services outside the classroom setting for assignments as determined by the needs of the district and specified by the Superintendent. Specific areas of assignment could include, but are not limited to teacher support, student support, program development. The Lead Teacher receives compensation and benefits, accumulated sick leave, and seniority as any other member of the certificated bargaining unit.

REPRESENTATIVE DUTIES:

- Works with teachers, students, parents, or administration in support of student achievement.
- Gives information and develops resources for a variety of staff, teachers, parents, students, or administrators
- Prepare, compile and maintain data, reports, files, and records.
- May oversee a specific budget.
- Provide information concerning district policies, procedures, and programs as needed; communicate with parents, the public and District personnel orally and in writing.
- Provides workshops and designs professional development plans.
- Mentors and coaches teachers.
- Models instruction for teachers.
- Attends school, district, and county meetings as necessary.
- Attends professional development activities.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Adult learning theory and demonstrated expertise in designing and implementing adult experiences.
- California Standards for the Teaching Profession.
- Basic financial and statistical accounting and record-keeping.
- National and State Curriculum Standards
- Principles of learning theory and instructional methodology for English Language Development and gifted education.
- Modern office practices, procedures and equipment.
- District organization, operations, policies and programs

ABILITY TO:

- Provide leadership and direction in areas of responsibility.
- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Communicate effectively both orally and in writing.
- Maintain accurate records and prepare reports.
- Establish and maintain cooperative, effective working relationships with district staff and the public.
- Work confidentially and use appropriate discretion in disseminating information.

QUALIFICATIONS:

- Possesses a valid California Teaching Credential.
- Classroom teaching experience
- Good organizational ability
- Excellent communication skills
- Expertise and knowledge of appropriate instructional methodologies
- Demonstrated ability to work cooperatively with administration, staff, students, parents, and community.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read, prepare and review a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting for extended periods of time.