



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE "B" JOB DESCRIPTION:

LEAD TEACHER

QUALIFICATIONS:

1. Possesses a minimum of a Master's Degree.
2. Possesses New Jersey Certification as a Teacher or eligibility for this certification.
3. Possesses strong skills in human relations, problem-solving, decision-making and communications.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and/or Superintendent

JOB GOAL: To make health and safety decisions and to ensure the smooth operation of the school.

PERFORMANCE RESPONSIBILITIES:

A. Instructional Learning:

1. Establishes and maintains an effective learning climate in the school in the absence of the principal.
2. Makes safety and health decisions.

B. Duties and Other Responsibilities:

1. May assume the following major responsibilities:
 - a. Conducts daily Character Education meetings.
 - b. Assists Principal and staff in all content areas.
 - c. Chairs the I&RS committee meetings.
 - d. Handles routine minor discipline involving students.
 - e. Any additional duties performed outside the normal workday will be paid in accordance with the Agreement between the Holmdel Township Board of

Education and the Holmdel Township Education Association.

2. Assists the Principal in evacuations, emergencies, fire drills, and during lunch/recess periods.

C. Student Management:

1. Oversees the student behavior in the school.

D. Professional Development:

1. Familiarizes himself/herself with the operations of the building through daily school activities.
2. Participates in continuous study and/or attends relevant conferences and/or workshops to maintain and enhance own knowledge in keeping with the responsibilities of this position.

E. School and Community Relations:

1. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
2. Cooperates and shares professionally with other members of the staff.
3. Provides an oral report about school activities to the Principal at the conclusion of each day.

TERMS OF EMPLOYMENT: Stipend and work-year to be established by the board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: March 22, 1995

REVISED: September 7, 2011