

(Your School Name Here)  
Staff Job Description

Position: High School Teacher & Team Leader

Department: High School

Accountable to (in sequence): Administrator, Principal

Support System (in sequence): Peer Teachers, Administrator, Principal

PRIMARY DUTIES:

- ◆ Prepares lesson plans which adequately give objectives, methods, procedures and materials used. \*
- ◆ Presents and instructs lesson plans through adequate teaching methods for student comprehension. Monitors and analyzes outcomes through selected testing methods. \*
- ◆ Establishes, maintains and supervises the classroom environment through the use of effective classroom management techniques designed to provide a peaceful and safe learning environment. \*
- ◆ Plans and conducts student and parent conferences. Acts as a liaison between school and parents. \*
- ◆ Submits requests for supplies, books, and other teaching materials within established time and budget constraints.
- ◆ Maintains appropriate student and administrative records according to school policy.
- ◆ Commits to ongoing professional development via an annual program of research and study, workshop attendance, continuing education, etc. Learns new skills, such as integrating technology into the classroom, as changing pedagogy dictates. \*
- ◆ Collaborates as a team player with teaching colleagues & administrators. Performs various administrative and support duties, such as hall and lunch monitoring or classroom upkeep, upon request.
- ◆ Attends and prepares for faculty, department, or team meetings as required.
- ◆ Consistently supports and upholds school policies and procedures.
- ◆ Models self-discipline and ethical behavior. Presents self in a professional manner through appropriate dress, communication techniques, and demeanor. \*
- ◆ Performs other duties as requested by the head of school.
- ◆ Supports the school and its leadership.

\* See attachment (1) for detailed information

**OTHER DUTIES (specific to position):**

Responsible for acting as Team Leader for the High School/Middle School teaching staff.

As team leader:

Ensure effective communication between administration and faculty in all matters relating to the school. Provide routine classroom observations with follow-up, recommendations, and feedback to individual teachers upon completion of your training in Clinical Education Course.

Communicate with administration to ensure supply requirements, maintenance issues and other faculty needs are met in a timely, fiscally sound manner.

Schedule team meetings to provide for collaborative planning and lesson development that corresponds with school year objectives and goals.

Act as Senior Advisor

Provide effective SAT/College Prep courses.

Schedule and track students in the SAT Diagnostic and Planning program and in the Scholarship and College Application Program. Communicate with teachers in advance of schedule requirements.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in education or subject matter and a relevant state teaching certificate by the state of Florida OR an equivalent combination of education and 3 years teaching experience sufficient to successfully perform the essential duties of the job as listed above.

**KNOWLEDGE REQUIRED:**

Knowledge of assessing and evaluating students.

Knowledge of general and/or specific subject matter.

Knowledge of basic computer operations.

**SKILLS REQUIRED:**

Skills required include listening, oral and written communication, organization, and teaching.

**PHYSICAL ACTIVITIES/REQUIREMENTS:**

Physical activities include lifting, carrying, walking, stooping, kneeling, talking, hearing, and observing.

I have reviewed this job description with subject teacher and addressed any questions or concerns to their satisfaction as noted here.

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Principal or Administrator Signature

I have reviewed this job description and agree to the requirements listed herein.

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Teacher Name (Please Print)

Teacher Signature