

Lead Teacher

Dept/Div: Special EducationN/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate professional work leading, developing and mentoring teachers, maintaining and reviewing paperwork, leading testing and evaluations, assisting with implementing district goals and objectives, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Director/Principal. Continuous Teacher.

Qualification Requirements

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

Essential Functions

Manages, mentors, coaches and directs staff behavior.

Advocates and conducts staff development.

Reviews and processes paperwork including due process, individualized education plan and disciplinary action files.

Attends and represents the district at various meetings and committees.

Coordinates testing.

Knowledge, Skills and Abilities

Thorough knowledge of policy, procedure and process dictating special education teaching environments; comprehensive skill processing and evaluating due process paperwork and proceedings; thorough skill completing crisis interventions; general skill facilitating testing and evaluations; general skill creating and maintaining applicable records, reports and files; general skill operating standard office equipment and applicable hardware and software; general skill using standard database software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to work with individuals from a variety of cultures and backgrounds; ability to guide and mentor others; ability to lead and facilitate meetings; ability to establish and maintain effective working relationships with district staff, families, students, similar professionals and the general public.

Education and Experience

Bachelor's degree in special education, or related field and moderate experience teaching in special education, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires walking and speaking or hearing, frequently requires standing and sitting and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota State Special Education Teacher license.

Crisis intervention training must be completed within one (1) month.

Lead Teacher

CPR/First Aid training must be completed within one (1) month.

Last Revised: 9/27/2011