

JOB DESCRIPTION

Position Title: Lead Teacher

Reports to: Director of School

[Job Ad Linked Here.](#)

Position Description

The Lead Teacher is charged with overseeing a multi-aged classroom. Under the supervision of the Director, the Lead Teacher will devise an appropriate academic curriculum for the classroom and each student. The Lead Teacher will be responsible for implementing the curriculum to ensure whole child development of their students.

Essential Duties and Responsibilities

Curriculum

- Under the supervision of the Director, creates and fosters an indoor and outdoor learning environment, centrally focused on whole child development in line with the mission statement for Fern Hill School
- Develops educational goals with Director including evaluative processes for student participation and achievement
- Keeps the Director informed of all educational aspects of their classroom
- Works closely with a co-teacher to create a daily schedule, plan field trips, communicate with parents,
- Develops, plans, and implements interactive, interdisciplinary curricula for students to explore, improve, and inspire their understanding of math, reading, writing, social studies, science, health, music, art and physical education both in the classroom building and in nature
- Keeps continually abroad of trends and research in education

Students

- Promotes co-curricular activities meant to nurture the total develop of the student as outlined in the Fern Hill mission statement
- Working under the supervision of the Director, executes classroom management in line with responsive classroom principles and practices that is both fair and consistent with school values
- Ensures a safe, challenging, and supportive indoor and outdoor learning environment for students through effective classroom management and classroom community cultivation
- Models and encourages trust, independence, respect, kindness and collaboration
- Maintains student portfolio assessments, prepares trimester evaluation reports and participates in parent/student/teacher conferences twice a year
- Uses various forms of assessment to inform curriculum choices and to modify lessons to meet specific learners' needs

Communication and Performance

- Engages in timely, clear, honest communication with all constituents
- Engages in a level of parent communication and community involvement.
- Communicates with students, parents and co-workers to mitigate or resolve conflict
- Helps Director in identifying and ensuring the delivery of student services from external agencies
- Meets regularly with the Director for planning, reflection and to make decisions on a daily/yearly basis
- Maintains confidentiality of enrolled students and their families

General

- Participates in daily clean-up and organization of classroom space
- Occasionally attends and participates in field trips, community meetings and community events outside of traditional school hours
- Works within a budget for supplies/curriculum, be open to recycled materials, donated materials, etc
- Has the ability to be flexible and adapt to change as we develop and structure our school
- Faculty member will refer to the Staff and Student Handbook as a guide for expectations