Anna Julia Cooper School
Position Description

Title: **Lead Teacher**

Reports to: **Principal**

The position of Lead Teacher is without equal in the School. Students will look to you for knowledge and understanding. However, they will also look to see how you act, speak, carry yourself, care or do not care for them and your colleagues, and relate to the larger world. They will look to see whether you incarnate, however imperfectly, the School’s expressed belief that being a community of affection is at the heart of who we are and aspire to be.

Teachers are expected to possess a solid understanding of their content area and to set a high personal standard as instructors. They are also expected to possess a deep understanding of the whole child and thus help teach and facilitate their students’ social and emotional growth.

Teachers should pay particular attention to the Principal’s directions and expressed desires, and strive to work as closely and collegially with her as possible.

Teachers are strongly encouraged to pursue professional development in their respective areas. Teachers will work with the Director of Curriculum and Instructional Support on specific goals they have outlined at the beginning of each school year.

I. Teachers will perform all classroom duties in a timely and professional manner:

- **Hours:** 7:30-3:30 each day
- **Written lesson plan for class/es**
- **Skilled classroom management of students**
- **Comprehensive knowledge of material being covered**
- **Appropriate and regular evaluation of students, e.g. tests, quizzes, oral reports**
- **Assignment of homework according to the School schedule**
- **Care and upkeep of one’s teaching environment**
- **Timely return of students’ work with necessary corrections and evaluations**
- **Keeping a grade book (Grade Link) in a professional and timely manner**
- **Turning in interim & quarterly grades and comments by the established deadline**
- **Communicating with the LS or MS Dean of Students in regards to student discipline**
- **Covering the School’s stated curriculum (at a minimum)**
- **Working with volunteers in your classroom**
- **Writing a one-page syllabus to be shared with the Principal, students, and parents**

II. Teachers will be responsible for all non-classroom duties as assigned:

- **Supervision of Teacher Aide (if applicable)**
- **Moving students between classes and to and from other points during the school day**
- **Driving the bus (unless not comfortable doing so)**
- **Sitting with and among students at chapel and assemblies**
- **Chaperoning field trips**
- **If needed, helping with study hall or other coverage**
- Responding to parent communications within 24 hours
- Responding to internal email and voicemail within 24 hours
- Responding to internal text messages with reasonable speed
- Attendance at:
  - Staff meeting (2nd Wednesday of the month)
  - Faculty meetings (4th Wednesday of the month)
  - Parent-teacher-student conferences
  - Pre- and post-year faculty meetings
  - Back-to-school night
  - Fish Fry*
  - Christmas Assembly*
  - Spring Bash*
  - Year-end assembly
  - Teacher in-service week

*strongly encouraged

III. Absences

- Requests for a planned absence should be made with the Principal as far in advance as possible. Complete lesson plans should be turned in to the Principal well in advance.
- For unplanned absences, e.g. illness, teachers should text the Principal, School Administrator, and Head of School. Except when circumstances do not allow, teachers should email the Principal with complete lesson plans for the day.
- Preparing at least three days’ worth of comprehensive lesson plans to be left with the Principal and to be used in the event of an emergency

IV. Other

- Conducting oneself in a way that is professional and collegial, and that reflects positively on the mission and goals of the School
- Being punctual
- Demonstrating flexibility in the work environment
- Responding to colleagues’ requests in a timely manner
- Expressing any concerns to one’s supervisor
- Refraining from all negative speech or conversation vis-à-vis the School and one’s colleagues
- Providing as much advance notice as possible prior to absence
- Going the extra mile for students and colleagues
- Asking for help when needed
- Setting the example of the School’s mission as a ‘community of affection’
- Dressing in an appropriate and professional manner
- Setting and maintaining proper boundaries with students
- Providing all personal information requested in a timely manner, e.g. signed faculty manual, driving record, resume, transcript
- Performing extra-curricular duties as requested
- Responding to supervisor’s requests and directions appropriately
- Communicating with parents, e.g. about student performance, behavior, or just to check in.