

FNSBSD JOB DESCRIPTION	
Job Title: Head Teacher	
Supervisor: Executive Director of Alternative Schools & Programs	Classification: Certified (FEA)
Days/Months: Minimum of 180 days	

General Responsibilities

Acts as the site administrator for the school. Provides leadership, management, and supervision for a high quality learning environment, consistent with the law, board policies, administrative regulations, and instructions from the assistant superintendent or designee. Administers all phases of school operation and curricular offerings, as well as staff and student supervision.

Duties and Expectations

Instructional Leadership Duties:

- Provides instructional leadership to staff members and develops a staff development plan.
- Provides in-service and training in relationship to the school's long-range plan.
- Supports the use of effective instruction and assessment strategies (i.e., in-services, workshops, classes, modeling instruction, PLC leadership).
- Attends District leadership monthly meetings and training, including principal in-service.

Administrative Duties (under the supervision of an administrator with a Type B certificate):

- Consults with and advises other teachers in all matters concerning the organization of the school programs and the functions of these within the operation of the school.
- Hires, organizes, and supervises staff members.
- Provides evaluative feedback to staff and the superintendent using the adopted evaluative process.
- Maintains regular and effective communication with students, staff, parents, and community.
- Maintains a safe building to include a productive school atmosphere.
- Carries out student investigations and discipline.
- Acts as a liaison between the school and the community, supporting activities, and policies of the school and encouraging community participation in school life.
- Other duties as assigned.

Teaching Duties:

- Maintains accurate student records.
- Complies with all state and federal laws regarding the instruction and supervision of children by certificated employees.
- Supervises classroom paraprofessional aides.
- Maintains open communication and involvement with the students' families and community.
- Collaborates with other professional staff members to meet student needs and to implement the goals of the school and District.

- Maintains a safe and secure environment for all students.
- Follows the adopted District wide instructional framework for teaching.

Equipment Used

Computer, printer, copy machine, SmartBoard, video projector, personal smart devices (ipad, iphone) and other equipment needed to develop and present an appropriate instructional program. Computer software including word processing, email, internet access software, google docs, and software approved and adopted by the District and/or building such as student grade report programs.

Independent Decisions

Independent decision-making expected, verifying course of action with supervisor and District administrators as needed based on School Board policy, District and/or building rules.

Primary Working Contacts

Certified and classified staff in the building; other principals, District administrators, District employees; families and community agencies.

Supervision Received and Exercised

The head teacher is supervised by the assistant superintendent or designee. Supervises all school employees. Is responsible for the overall direction, coordination, and evaluation of the school. Carries out supervisory responsibilities in accordance with the District policies and applicable laws.

Unusual Working Conditions

May require being outside in extremely cold temperatures when on bus and recess duty. Itinerant teachers are required to travel between different work locations.

Attendance at evening/weekend meetings and activities required; workload may be stressful; confidentiality required.

Evaluation

Written evaluation, annually or more frequently, in accordance with District policy, by the Executive Director of Alternative Schools & Programs.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50lbs and to safely restrain out of control students who present a danger to self or others.

The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.

Qualifications

Education/Certification:

- Three years' successful teaching experience required; five years preferred
- Alaska teacher certification required
- Alaska Type B Administrative Certificate preferred
- Meet all state and federal requirements in order to be Highly Qualified in required content area.