

**GARRARD COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: TEACHER LEADER**

**REPORTS TO:** School Principal / Designee

**EXEMPT STATUS:** Exempt

**APPROVED:**

**BASIC FUNCTION:**

To provide leadership and coordination, in assigned curricular areas, so that each student may derive maximum benefit from the continuing pursuit of the subject involved.

**REPRESENTATIVE DUTIES:**

- Assist the Principal/District in the development and implementation of department or school curriculum objectives.
- Assist the Principal/District in conducting meaningful department or school meetings as necessary.
- Assists the Principal/District in establishing an ongoing program of curriculum development and evaluation.
- Provides assistance to teachers (as needed) in developing effective lesson plans.
- Provides assistance to teachers (as needed) in effective teaching.
- Assists administrative and supervisory personnel in providing orientation and inservice training programs for department or school personnel.
- Maintains an up-to-date inventory of department or school materials.
- Oversees the department's supply , textbook, supplementary materials and equipment needs.
- Assist Principals by cooperatively following curriculum requirements and providing necessary materials.
- Assist in interpreting the district's instructional program to parents and the community.
- Attends school, district and other professional conferences.
- Assist in identifying and utilizing community resources for the department or school program.
- Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques, and for attending appropriate professional meetings and conventions.
- Perform other duties consistent with the position assigned as may be requested by the Principal.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Curriculum, instruction and assessment.
- Record-keeping techniques.

- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of the field of specialty.

**ABILITY TO:**

- To perform the responsibilities as previously outlined.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Utilize technology.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and timelines.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

- Has demonstrated master teaching abilities.
- Has at least three years teaching experience in the academic area.
- Has demonstrated evidence of leadership skills and qualities.
- Has demonstrated ability in lesson planning.
- Has demonstrated ability to work effectively with peers on curriculum or instructional projects.
- Has demonstrated the ability to continue improving own professional knowledge and skills.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky teaching certificate and master's degree in the academic area and/or a certificate in supervision preferred.