

**JOB TITLE: LEAD TEACHER at Horizons Academy**

**REPORTS TO: High School Principal and Superintendent OR Designee**

**REQUIREMENTS:** Kentucky Teacher Certification and at least five (5) years of classroom teaching required. Administration Certification Preferred

**JOB DESCRIPTION:**

The Lead Teacher provides instructional leadership and support within the alternative high school setting. This position is responsible for coordinating academic programming, supporting instructional staff, and ensuring the implementation of effective teaching practices that meet the diverse needs of students.

**KNOWLEDGE OF:**

- Effective instructional practices and strategies for diverse learners in an alternative school setting
- Curriculum development, assessment practices, and data-driven instructional planning
- Behavior intervention strategies and classroom management techniques
- State academic standards, graduation requirements, and district policies
- Collaborative practices that support communication among teachers, administrators, and support staff

**Essential Functions, Duties, and Responsibilities:**

- Instructs assigned classes in the locations and times designated.
- Plans a program of study that meets the individual needs, interests, and skill levels of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for assigned classes and provides written evidence of preparation upon the request of immediate superior.
- Through the establishment of curriculum goals, guides the learning process and develops clear objectives to meet those goals.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and consistent with the needs and skill levels of the individuals or student groups involved.
- Strives to implement, by instruction and action, the district's philosophy of education and Instructional goals and objectives.

- Assesses the accomplishments of students on a regular basis and provides progress reports including reports to parents as required; provides implementation of the reading and math management systems, and/or Individual Education Plan and course curriculum outlines when or where appropriate.
- Assess the learning needs of students on a regular basis, seeking the assistance of district specialists where needed.
- Assists the administration in implementing all policies and rules governing student conduct for the classroom and school related activities as set forth by the Student Code of Conduct.
- Makes reasonable provision for being available for scheduled students and conferences with parents for education related purposes outside the instructional day.
- Plans and supervises purposeful assignments for instructional assistant(s) and evaluates their job performance.
- Strives to maintain and improve professional competence.
- Carries out instructional duties as prescribed in the Todd County Board of Education policies.
- Assists teachers in developing lesson plans and quality instruction programs.
- Assist school administration with the supervision of classified and certified staff.
- Performs other duties as assigned by the Assistant Superintendent or Superintendent in accordance with the best interest of the school, students, and District.

**WORK ENVIRONMENT:**

Indoor, environmentally controlled. Typical office environment including but not limited to telephones, personal interruptions, background noises. May require working with or near the public, parents, and children and will be subject to sounds, scents, and other related environmental factors. This position will require dealing with conflict and requires use of sound judgment.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Certified Evaluation Plan. The evaluation will be conducted by the Director of Districtwide Services.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee