

SECTION 226 AREA SCHOOL LEAD TEACHER

The Lead Teacher shall be responsible to:

1. Keep their supervising principal and director of instruction informed as to the progress of education, the condition and needs in the elementary school, and other matters of importance.
2. Have the ability to meet the public and present a good image to the community in order to further the community's understanding and support of the school, its personnel, and its educational program.
3. Be responsible for the overall discipline (including bus discipline) of the assigned school.
4. Be responsible for safety drills (tornado, fire, hold, etc.), accident reports, noon lunch organization, and recess supervision organization.
5. Put in five (5) extra days. Three (3) of which must be prior to the first day of school. The remainder may be put in after the last day of school.
6. Be aware of causes of accidents, and assure the hazards are eliminated in and around building grounds. Make maintenance reports for correction.
7. Make necessary home visits.
8. Keep in touch with parents through correspondence, telephone calls, conferences, incidental meetings or group gatherings.
9. Be part of the Individual Education Program team when asked to do so.
10. Assist with School Safety Patrol.
11. Perform such other duties as may be assigned by the supervising principal, director of instruction or the district administrator.

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