



## **LEAD TEACHER (EXTENDED)**

**To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences. Develop schemes of work and lesson plans using approved curriculum established with administration. Establish and communicate clear objectives for all learning activities. Submit lesson plans as required. Have substitute plans prepared and available in case of absence or emergency.
- Prepare classroom for all class activities, provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs. Review the IEP & Medical records of your students. Communicate the students' needs to the support teacher.
- Observe and evaluate student's performance and development. Assign and grade class work, homework, tests, and assignments, provide appropriate feedback. Communicate necessary information regularly to students, colleagues, and parents regarding student progress, and student needs.
- Encourage and monitor the progress of individual students, maintain accurate and complete records of students' progress and development. Update all necessary records accurately and complete as required by school regulations. Adhere to accommodations/modifications listed on student's education plan.
- Oversee and plan the utilization of the support teacher. Initiate classroom meetings and communication with support teacher to ensure that they remain current regarding all policies, procedures and information that is pertinent to the students, their classroom, and the school.
- Manage student behavior in the classroom by establishing and enforcing expectations. Maintain discipline in accordance with the rules and disciplinary systems of the school. Apply appropriate disciplinary measures where necessary. Any disciplinary, reward charts, and/or other behavior policies not listed in the student handbook must be approved by administration.
- Be coachable, attend professional development trainings, and staff meetings. Schedule parent teacher conferences each semester or as needed. Keep up to date with developments in subject area, teaching resources, and methods. Make relevant changes to instructional plans and activities.

Lead Teacher (Extended) will plan, teach and act as supervisor over the extended day program.

Preferred Qualifications:

4-year degree in special education or related field

Teaching license

2 years of experience working with children on the Autism Spectrum Disorder