

## JOB DESCRIPTION

### MIAMI-DADE COUNTY PUBLIC SCHOOLS

CLASS TITLE: Lead Teacher

Job Code: 1548, 1560

DEPARTMENT: Magnet Programs/Schools

DATE: 02/24/97

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#### BASIC OBJECTIVES

Assists school principal and magnet teachers with the implementation of the magnet theme program and recruitment of students. Provides instructional leadership in the design, development, and implementation of the unique magnet curriculum; teaches some portion of the course offerings in the program and/or provides demonstration teaching for the magnet program/school staff.

The lead teacher is a supplemented position authorized by the UTD Contract, Appendix E.

#### EXAMPLE OF DUTIES

##### A. Recruitment

1. Organizes and disseminates information to students, parents, community, and schools for the purpose of recruiting students.
2. Monitors ethnic and gender balances within magnet program through the recruitment, screening, and selection of student candidates.
3. Establishes and implements schedules and activities for school visits, magnet fairs, and advisory committees.

##### B. Outreach Activities

1. Develops and maintains on-going relationships with print and TV media through advertisement and recruitment materials.
2. Acts as liaison between magnet school, other schools, and community.

3. Provides and monitors programs providing opportunities for students to participate in mentorships and other experiences pertinent to the unique curriculum of the magnet.
4. Develops and coordinates the work of the theme-specific magnet with advisory committees.

C. Staff Development

1. Coordinates inservice training opportunities and meetings needed to inform/update magnet staff.
2. Assists in identification of appropriate personnel qualified to teach unique magnet curriculums.
3. Plans workshops to utilize unique community resources and TEC services.

D. Curriculum

1. Designs, develops, and implements curriculum; demonstrates recommended teaching strategies and model lessons.
2. Monitors programs curriculum through formal and informal assessment tools.
3. Locates and schedules field trips appropriate to curriculum, identifies curriculum materials, and maintains school-site labs and equipment.
4. Coordinates community resources, related to the magnet program/ school.

E. Program Implementation and Monitoring

1. Monitors program's operations on a day-to-day basis, i.e., magnet transportation, purchase requisitions, budget expenditures, school/ home contacts.
2. Assists school staff in resolving student behavior problems as necessary.
3. Monitors interim progress reports and grades in order to track student progress and provide for individual student educational needs.

4. Identifies and completes job targets as mutually agreed upon with the administration.

F. Additional Responsibilities

1. Prepares reports and makes presentations as required/requested.
2. Works with region and district to implement program reviews.
3. Locates and prepares grant proposals.
4. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS**

This work requires the following physical activities: climbing, balancing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed indoors and outdoors and requires in-county travel.

**MINIMUM QUALIFICATIONS**

1. Applicant must hold a valid Florida teaching certificate applicable to magnet theme.
2. Applicant must currently hold a professional service (at least three years Dade County teaching experience) or a continuing contract.
3. A master's degree in field is preferred.
4. Applicants must be willing to transfer to the assigned school.