

Chittenden Central Supervisory Union Job Description

JOB TITLE: Head Teacher

FLSA STATUS: Exempt

UPDATED: February 13, 2002

POSITION OBJECTIVES: To perform School Administrator responsibilities in the absence of the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervise students in the lunchroom during lunchtime.
- Refer students to the Planning Room when appropriate.
- Handle student disciplinary issues, and prepare write-ups as necessary.
- Contact parents, when appropriate, relating to student behavior and other issues.
- Attend and actively participate in team meetings held during the day.
- Effectively respond to facility and safety emergencies as they arise.
- Make decisions as part of the child protection team.
- Provide supervision over staff and students to ensure the compliance of school, district and CCSU policies, procedures and rules.
- Prepare a written report summarizing the daily events for review by the principal upon his/her return.

SUPERVISION RECEIVED:

Works under very general administrative direction from the school principal.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities over all staff and students to assure compliance with the school, district and CCSU policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Must hold a Vermont Educator License.
- Must be an active teacher at the school in which assigned.
- Supervisory experience and training towards Administrative licensure preferred.

- Language Skills. Ability to read, analyze, and interpret the complex scientific, educational and technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints.
- Computer Skills and Experience. Good computer skills and experience in word-processing programs, spreadsheets and database programs desirable. Experience with Microsoft Office preferred.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to effectively handle stressful situations and resolve conflicts.

PHYSICAL EFFORT AND STRESS: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift (or assist with lifting), restrain and/or move school aged students with a weight range of up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Physical ability to drive also required. The employee is regularly required to talk or hear and regularly required to handle stressful situations and resolve conflict.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.