

**BRISTOL BOROUGH SCHOOL DISTRICT
BRISTOL, PA 19007**



POSITION: **Lead Teacher**

COMMENCING: 2022 – 2023 School Year

SALARY: As per Negotiated Contract.

CERTIFICATION: Pennsylvania Instructional Certificate (Type Code 61)
In Secondary Education

Application Deadline: May 13, 2022

Send letter of interest to:

Jennifer Moyer, *Administrative Assistant to Superintendent*
Bristol Borough School District
1776 Farragut Avenue
Bristol, PA 19007

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Jennifer Moyer, Administrative Assistant to the Superintendent.

Posted: Modified 5.9.22

Bristol Borough School District Lead Teacher

LEAD TEACHER CERTIFICATION:

The Lead Teacher must possess a Pennsylvania Instructional Certificate (Type Code 61) In Secondary Education.

PRIMARY RESPONSIBILITIES AND OBJECTIVES:

The Lead Teacher is responsible for assisting with the daily operations of the middle/high school. Specifically, the duties of the Lead Teacher will include areas of attendance, discipline, intervention services, creating a positive climate conducive to learning, and maintaining records relating to the aforementioned assignments. Other activities and responsibilities may be delegated by the building principal.

The Lead Teacher is responsible for meeting with the faculty and staff to ensure that a safe environment is maintained for students, faculty, and staff.

DUTIES AND ACCOUNTABILITIES:

- Provide leadership in the area of behavior management.
- Assist with the daily operations of the middle/high school including supervision of lunches.
- Manage and enforce school behavioral expectations, including daily and classroom attendance.
- Assist in developing procedures for identifying student who have problems with truancy and excessive absenteeism.
- Create Truancy Elimination Plans with the collaboration of the student's family.
- Serve as part of the school Support Staff team to refer students for additional resources for truancy and/or behavior.
- Confer with students, parents, and teachers regarding student related policies.
- Assist staff with the creation and alignment of classroom student behavioral expectations and classroom management plans.
- Serve as a resource to staff regarding student management issues.
- Build positive relationships with students, staff, parents, and community members.
- Create and manage conflict resolution strategies.
- Create and coordinate education alternatives for students in need.
- Collaborate with staff, administrators, and parents through collaborative interventions.
- Assist in the planning, developing, and implementation of student behavior plans.
- Confer with students and administer appropriate consequences.
- Openly communicate with staff and parents/guardians regarding student behavior.
- Collaborate with the school counselor and personnel to create and maintain research-based behavioral interventions and train faculty and staff in those interventions.

- Manage the documentation of student behavior through the student management system.
- Submit data to the Commonwealth as required by law.
- Attend appropriate meetings regarding student growth and success (IEP and 504 case conferences, parent meetings, expulsion hearings, etc).
- Assist in the maintenance of the crisis management plan and school safety requirements.
- Compile, analyze, and share student discipline data regularly, and use that data to make decisions.
- Assists with the supervision extracurricular activities and school events.
- Represent the school for all truancy and disciplinary related hearings at the local magistrate.
- Performs other duties as assigned.