

It is the responsibility of each lead teacher to create a classroom learning environment and culture that is consistent with the Educational Plan. All lead teachers are responsible for academic, social and behavioral processes and outcomes of their classroom. KCCS teachers are expected to work collaborative with other teachers, staff and administration in order to create an outstanding learning culture for their classroom. Lead teachers are also expected to follow all the processes laid out in our charter. We expect all teachers to be flexible and support the needs of the school as other duties arise.

Duties and Responsibilities:

- Hours: 7:45-3:45, regular attendance
- Complete weekly lesson plans completed with all required items
- Align all instructional targets and objectives to the Learning Objectives Guide (LOG) for each subject area (including re-teaching of weak target skills)
- Attend and participate in school-wide professional development sessions
- Develop positive relationships with parents, students and KCCS faculty
- Follow the classroom schedule created by the Leadership Team
- Administer assessments following the KCCS Assessment Calendar
- Collect, upload and analyze all assessment data
- Differentiate to meet the needs of all students
- Implement CSI Action Plan items
- Communicate student data to the leadership team as well as parents and students (data meetings, Parent Teacher Conferences, progress reports, report cards)
- Participate in school events and extra curricular activities
- Follow school-wide behavior management systems
- Adhere to the KCCS Employee and Student/Parent handbook
- Establish effective classroom management techniques
- Implement all items listed on the KCCS Management Checklist
- Update student work displays monthly
- Establish a safe, clean, organized learning environment free from hazard
- Use technology to enhance lesson plans and instruction
- Participate in Mentor/Coaching program as necessary
- Participate in 5 days of pre-service training at the start of each school year
- Keep evidence and artifacts that support the goals in the KCCS accountability plan
- All teachers will receive annual reviews at the end of each school year

Qualifications

- Valid NYS Teaching Certificate
- Master's Degree
- Urban Experience preferred
- Excellent record keeping skills
- Computer Skills (Excel, PPT)
- Excellent communication skills
- Welcoming, warm, disposition