

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Building Lead Teacher

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Director of Special Services

VERSION DATE

May 2016

JOB SUMMARY

The Building Lead Teacher will work with the building student support structures (SAT, IEP meetings, referral and evaluation, mental health school-based teams) to manage service delivery. This position will be responsible for assisting in the development and implementation of behavior intervention plans and functional behavior assessments.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Coordinates services, communication, policies, program structure and relations among staff, county workers, law enforcement personnel, and parents regarding regular education and special education students.
2.	Manages crisis situations, and consults about behavior interventions.
3.	Administers student testing, as appropriate.
4.	Establishes and maintains effective communication with building and district administration.
5.	Participates in building leadership meetings.
6.	Works with administration to ensure coverage for teacher/para absence.
7.	Works with administration to provide support for special education teachers new to the building. Supports and provides resources for new teaching staff throughout the school year.
8.	Coordinates and provides input on performance evaluations for paraprofessionals.
9.	Some extended time may be required, up to 5 days for duties outside the building such as Due Process Nights.
10.	Other duties as assigned.

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Building Lead Teacher

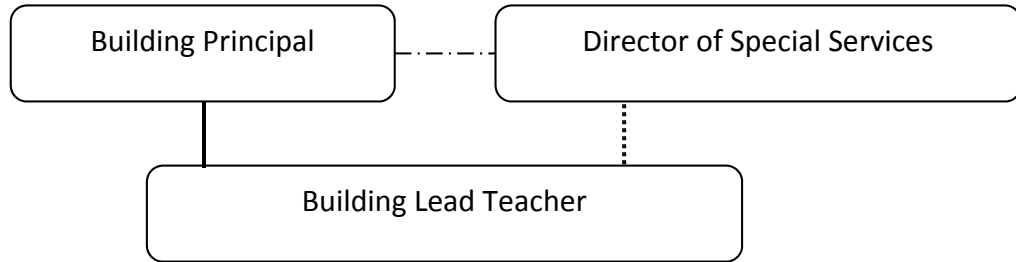
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QUALIFICATIONS (Specific training or job experience required before appointment)

- MN license in special education
 - EBD license or K-12 Admin license preferred
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ORGANIZATIONAL RELATIONSHIPS**SYMBOLS**

DIRECT SUPERVISION



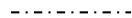
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM

**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.