

**ELEMENTARY LEAD TEACHER PRIMARY FUNCTION**

The Elementary Lead Teacher, who is selected by the principal\* annually, will provide active support and professional leadership on behalf of the Board, district, and site by carrying out the duties and responsibilities below.

**DIRECTLY RESPONSIBLE TO**

Elementary Principals

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Act as a liaison between: the school administration and the school faculty by attending monthly Principal’s Advisory Committee/School Governance/School Leadership meetings outside of the regular staff meeting. A second meeting may be called if necessary, not to exceed 15 meetings per school year.
2. In the event that the principal is off site, coordinate with school staff with regard to emergencies. The Lead Teacher will decide when to contact administrative support.
3. In the event that the principal is off site, handle student discipline, supervise students as needed, and implement the Emergency Preparedness Plan as needed.
4. Oversee the development of the Adjunct Duty schedule, Prep Schedule and Yard Duty Schedule and the School’s Emergency Preparedness Plan.
  - a. In regard to the Emergency Preparedness Plan: an alternate designee may be appointed by the site safety committee
5. Assist in the interview of department/team staff and assist with the onboarding of new department/team members (including long-term substitutes) once hired.
6. Disseminate information about and participate in professional growth.
7. Participate in up to four (4) required in service activity days each school year, as determined by the Assistant Superintendent of Educational Services.

Job Duties ELEMENTARY LEAD TEACHER (3)

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\*At a specific school, the staff members may opt to recommend to the principal a unit member to serve as Elementary Lead Teacher with the understanding that the final decision on the Elementary Lead Teacher position rests with the principal.

**Board Approved: 6/11/2025**