

### **JOB DESCRIPTION – 4K LEAD TEACHER**

In addition to the responsibilities of a District Team Leader, the duties of the 4K Lead Teacher are:

- Act as liaison between teachers/staff and administration.
- Be in contact with Kindergarten Team Leaders at both Rossman and Lincoln Schools.
- Write, order and distribute materials and facilitate planning sessions.

Some of the program duties include:

- Work with Director and Principal to order materials for all sessions.
- Problem-solve daily issues with staff and administration as they arise.
- Write and share lesson plans.
- Coordinate planning sessions (date/time).
- Provide agendas and facilitate planning sessions.
- Ensure all teachers have necessary supplies, materials and curriculum.
- Work with administration and teachers to create progress reports and other documents.
- Work with teachers to plan and monitor parent outreach activities.
- Work with administration to plan appropriate staff development.
- Fulfill other duties as assigned.