

Hamilton School District Position Description

Position Title: Supervising Teacher

Reports to: Director of Student Services

Summary: Plans, directs and coordinates the total elementary school program and perform related duties as required.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Provide supervision and collaboration for the development and implementation of staff in-service programs.
- Counsels with employees to resolve complaints, difficulties, and other matters related to the building.
- Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that reflect student achievement and growth.
- Provide supervision and collaboration for planning, development and implementation of the elementary school's curriculum.
- Provide supervision and collaboration for the planning, development and implementation of the elementary school's budget.
- See that facilities are operated effectively and efficiently and see that applicable health and safety standards are met.
- Foster positive citizen-staff-student relations, effective communications and citizen participation in the schools by maintaining positive human relations.
- Provide supervision and collaboration with staff in making and carrying out decisions for the building.
- Provide supervision in student management, including in the areas of student attendance, discipline and lunchroom supervision
- Inform and consult with the Director of Student Services regularly on the overall operation of the school.
- Attends various organizational meetings outside the District.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Valid Montana teaching degree.

Skills and Abilities: Must be able to speak on demand to large groups of people. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

PHYSICAL DEMANDS: 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 employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.