



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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### JOB DESCRIPTION

#### JOB TITLE: Lead Teacher

**Supervisor:** Principal

#### **Qualifications:**

- WV Professional Teaching Certificate
- Current School/Grant County Schools employees preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **Duties/Responsibilities:**

1. Provide leadership and support to faculty and staff.
2. Assume the principal's duties in the absence of the principal.
3. Supervise students before, during and after school when necessary.
4. Act in place of the principal at extracurricular activities when needed.
5. Perform such tasks and assume such responsibilities as the principal may assign.
6. Establish positive public and employee relations.
7. Demonstrate ability to work with school staff, students and parents.
8. Demonstrate mature and tactful judgment, cooperative nature and physical stamina.
9. Communicate county and school policies to teachers, parents and students.
10. Inform the community regarding instructional programs and activities.
11. Communicate information, policies and procedures to staff members.
12. Maintain good rapport with faculty, students and parents.
13. Reply to inquiries from the community courteously and promptly.
14. Be accessible to teachers, students and parents.
15. Maintain professional work habits.
16. Demonstrate an administrative aptitude.
17. Demonstrate ability to work with people.
18. All other duties as assigned by the principal.