

## WELLSBORO AREA SCHOOL DISTRICT

Job Description for

### Head Teacher, Wellsboro High School

1. **Position Title:** Head Teacher, Wellsboro High School
2. **Date Approved:**
3. **Immediate Supervisor:** High School Principal
4. **Experience and Qualifications:** Minimum of five (5) years teaching experience within the Wellsboro High School
5. **Duties and Responsibilities:**
  - Work closely with principal to comply with rules and regulations from teacher handbook.
  - Keep principal informed of any issues or concerns from parents, students, or staff that could affect the smooth operation of the school.
  - Assist with coordination of all building rules.
  - On-call status for staff referral of disruptive students.
  - Assist with general student discipline.
  - Assist with transportation needs of building. (bus duty assignments, bus discipline, student arrival and dismissal procedures)
  - Coordinate crossing guard program with high school.
  - Work closely with principal to conduct monthly emergency/fire drills and prepare necessary reports.
  - Serve on various committees (Curriculum Council, New Teacher Induction Committee, Emergency Response Team).
  - Provide administrative coverage in the event the principal is off site.
  - Be aware of all emergency procedures and secure building in case of emergency. Inform staff when emergencies arise/what to do.
  - Perform administrative duties as assigned by principal.
  - One year position – renewed annually.

Attachment X-1B