

RICHMOND HIGH SCHOOL: JOB DESCRIPTION:
HOUSE AND ACADEMY LEAD

The Lead Teacher is responsible for guiding the house/academy at the school, acting as a liaison with the assigned administrator, and communicating with parents, community members, and if applicable, college and business partners.

In addition, specific duties are to:

Schedule and conduct house/academy team meetings; provide agendas prior to the meetings, and make certain that minutes are kept for all meetings. Provide a copy of the minutes to the appropriate administrator. Meetings should cover

- Attendance
- Student academic progress attendance
- Behavior problems
- Parent interactions
- Coordinated curriculum
- Use of EduSoft

Coordinate the roles that all teachers in the House/Academy play beyond their teaching, ie., House/Academy parent meetings, special events, projects, shared telephoning home, etc.

Learn and use EduSoft to guide student work toward the standards.

Implement the discipline plan as developed by the House/Academy and accepted by the Administration.

Make certain that parents are called when there absences are longer than 3 days or when attendance becomes spotty.

Manage contacts outside the school.

Trouble shoot for the House/Academy teachers.

Oversee curriculum development

Assist with recruitment and scheduling

Attend or send a representative to the Instructional Leadership Team meeting