

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**Teacher Leader for
Visual and Performing Arts Academy**

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university
2. Appropriate New Jersey Teacher Certification in either Drama, Music, Art, Dance, Theatre.
3. Three (3) years teaching experience
4. Evidence of exemplary performance evaluation and attendance records for the past three years.
5. Demonstrated experience and proficiency in the area of focus for the SLC.
6. Demonstrated experience relevant to the duties and responsibilities.
7. Demonstrated leadership.
8. Demonstrated ability to communicate effectively orally and in written formats.
9. Demonstrated ability to effectively use computer technology and relevant software.
10. Keen understanding for best practices for creating a Visual and Performing Arts Academy.

REPORTS TO: Building Principal

JOB GOAL

To serve as the Teacher Leader whose focus is to create the academic atmosphere where students thrive and grow academically in the Small Learning Community.

PERFORMANCE RESPONSIBILITIES:

1. To serve as the catalyst for the creation and implementation of a vibrant small learning community Visual and Performing Arts Academy.
2. Responsible for planning, management, and operation of the "school-within-a-school" program.
3. Teacher leaders may be assigned to a class within their career academy.

4. Coordinate the work of teachers and support staff affiliated with the Academy curriculum and program development, scheduling, and student course selection, implementation and management.
5. Act as a liaison with the Vice Principal assigned to the Visual and Performing Arts Academy other SLCs' team leaders, school administration, district program and support staff, community organizations, post-secondary institutions, business and industry, whose activities relate to the programmatic thrust of the Visual and Performing Arts Academy .
6. Ensure that the SLC develops and maintains frequent and open communications and working relationships with students, parents/guardians, faculty, administration, district support staff, community members and social service providers.
7. Serves as the Teacher Leader who helps create a climate and culture which ensures an atmosphere of academics and enrichment, an appropriate discipline climate within the SLC compliant with school and district policies.
8. Coordinates ongoing communication with parents and guardians including parent/teacher conferences.
9. Coordinates ongoing communication with parents and guardian students receive counseling, guidance, and health services.
10. Assists in the implementation and monitoring of the student attendance policy that rewards promptness while discouraging class cutting and absenteeism.
11. Assist in the monitoring and evaluation of student performance and in maintaining, interpreting, and sharing required data.
12. Assist the Vice Principal in coordinating and managing expenditures and resources for the SLC.
13. Assist the Vice Principal in the planning of staff development and SLC academic and social activities.
14. Participate in the planning and implementation of activities related to the mission of the Visual and Performing Arts Academy SLC, in the school and district which occur in the summer and beyond the regular school hours.
15. Assist in the coordination of school to work experiences, internships, and apprenticeships appropriate for the Visual and Performing Arts Academy.
16. Perform all other related duties as required.

TERM OF

EMPLOYMENT: Ten month position

BARGAINING UNIT: Trenton Education Association

SALARY: In accordance with the TEA contract

STATUS:

Hourly _____
Exempt _____

Salaried x
Non-Exempt _____

EVALUATION:

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of instructional (or non-instructional) personnel.

BOARD APPROVAL

