**Position Title:** Lead Mentor/Dept Chair – K-12

**Reports to:** Principal

Stipend: 12% of Base

**Contract:** 170 days (160 +10) (Lead teacher + extended days + Elem duties)

## SUMMARY

Provides increased communication among teachers and administration; enhances teachers’ input; and increases continuity, cohesiveness, and coordination of curricular program and activities resulting in a more productive educational program for students.

## QUALIFICATIONS/REQUIREMENTS

The Lead Mentor/Dept Chair shall hold an appropriate Missouri teacher’s certificate and shall have sufficient inter-personal skills to coordinate the professional efforts of co-workers within the schools.

## ESSENTIAL JOB DUTIES

* Preschool Administrator
  + Meet with teachers
  + Meet with teachers and parents if there is an issue
  + Billing issues
  + Handbook
  + Refill spots when they come open: paperwork, tour
  + Prepare paperwork for enrollment
    - Organize
    - Make phone calls
    - Fill out rating paperwork
  + Make calls to parents
    - Walk through enrollment
    - Paperwork
    - Problems
  + PK graduation: script, programs, certificates, on the evening of graduation I speak at the graduation (I did not do the speaking at graduation last year because I had an 8th grader graduating)
  + Letters throughout the year
* PAT administrator
  + Create Invoices on DESE
  + Create Payment Requests on DESE
  + Create Final invoices on DESE
  + EOY reporting on DESE
  + Submit the PAT plan on DESE
  + Attend PAT PD for supervisors
  + Zoom meetings as a requirement for supervisors
  + Meetings with our PAT supervisor
    - Goals for the program
    - Staffing
* PTO
  + Attend meetings as the school representative
  + I am the liaison between the school and PTO
  + Approve dates for events
  + Provide help
* Graduation
  + PK, K, 8th
    - Write scripts
    - Design programs
    - Print awards
    - Run the practice for the ceremonies
    - I do the speaking at PK and K graduations. I did not do this last year because I had an 8th grader graduating on the same night.

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## OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the Curriculum Coordinator.

## ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position. Additional duties may be assigned when appropriate.

## TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policy.

## EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the District Policy on evaluation of instructional staff.

Rev. 08/29/2016