

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Lead Teacher, Community High School

DEFINITION

Under the supervision of the Principal of the Pacific Grove High School, the lead teacher provides leadership for the development, implementation, and supervision of curriculum, student behavior, budget, organization and records management of Community High School in alignment with District guidelines.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

- Oversees development of standards-based instructional program to students of Community high school in alignment with District guidelines
- Establishes student behavior standards and monitors these standards throughout the school year
- Consults with principal regarding all discipline matters including parent conferences preceding all suspensions
- With CHS staff, supervises intake orientation with every new student and parent/guardian before enrollment is finalized
- Supervises programming of all students into appropriate courses based on prior performance in classes, test scores, parent and student input, school and district guidelines
- Monitors academic progress, attendance and discipline, progress toward graduation, parent/parent contacts
- Assists with planning annual graduation
- Works with principal to implement and adjust school budget consistent with program needs and available resources
- Recommends all orders of supplies and equipment to principal for approval
- Facilitates writing of school plan with educational partners
- Writes grants to provide adequate funding for supplementary programs
- With the assistance of CHS staff, coordinates all mandated district and state testing and reporting
- Coordinates communication and activities with other local agencies
- With staff, creates individual educational plan with proper authorities at Juvenile Hall or Youth Authority when needed
- Works closely with Probation Department to ensure students are fulfilling educational and behavioral components of their probation
- Serves on various committees and attends district meetings as needed
- In collaboration with the principal and CHS staff, facilitates the WASC accreditation process
- In the event of a school site emergency, serves as the Incident Commander at CHS until relieved by District Administration or Law Enforcement (EMS) Official
- Coordinates on site visits for student support services such as counselors, mental health therapists, dual enrollment, and educational specialists (special education teachers)

QUALIFICATIONS***Knowledge of:***

- Grade level curriculum, instructional strategies and assessment
- Curriculum design, planning, development, and implementation
- Current State curricular standards
- Experience working in a K-12 public school setting
- Bilingual (Spanish or other language commonly spoken in the district) is highly desirable
- Data analysis and utilization
- Conflict resolution, time management, and organization
- District goals as outlined in the PGUSD Local Control and Accountability Plan

Ability to:

- Work effectively with students having academic or behavioral difficulties
- Set high-level goals, develop long-range plans, problem-solve
- Prioritize, organize, and multi-task
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Establish and maintain working cooperative relationships with students and school personnel, parents, co-workers and the community
- Interpret, apply and explain rules, regulations, policies and procedures
- Listen to and understand information and ideas presented through spoken words and sentences
- Communicate information and ideas in speaking so others will understand
- Perform under demanding, often stressful situations
- Remain flexible and focused during interruptions and distractions
- Meet deadlines, schedules, and goals
- Display tact and courtesy
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions
- Understand and implement all District safety protocols
- Motivate and inspire students with patience

EDUCATION AND EXPERIENCE

- Appropriate California credential authorizing service to students in an alternative high school setting
- Three years experience in an alternative high school setting preferred

PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of the position are the essential physical requirements:

- See, for purposes of working on the computer, reading materials, reports, instructions and other printed material
- Understand speech at normal levels in person or on the telephone

POSITION TITLE: Lead Teacher, Community High School*continued*

- Ability to communicate in English so others will be able to clearly understand a conversation in person or on the telephone
- Sit, stand, and walk for extended periods of time, and occasionally run
- Ascend and descend steps
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 40 pounds
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach in all directions

WORKING CONDITIONS

- Indoor/Outdoor environment, standing and walking for prolonged periods of time
- Office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal
- School-based setting with occasional district-wide assignments
- May involve travel between sites
- Interaction with children of varying age, needs, and backgrounds

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans with Disabilities Act regarding reasonable accommodation procedures.

Board Approved: **May 1, 2025**