

# LIFEWISE ACADEMY



## LIFEWISE LEAD TEACHER JOB DESCRIPTION

### Overview

In addition to LifeWise teacher responsibilities, lead teachers support the program director in hiring, training and managing the program's LifeWise teachers.

### Qualifications and Experience

- ◆ A minimum of two years of classroom teaching experience in a school or church setting
- ◆ A mature personal Christian faith consistent with the LifeWise Academy Statement of Faith

### Job Description

#### Plan Curriculum

- ◆ Determine which LifeWise lessons will be taught during each school year
- ◆ Keep all teachers and classes consistent in with regards to expectations, procedures, processes, curriculum and the LifeWise mission
- ◆ Work with the director to provide teachers with curriculum and supplemental materials

#### Train and Evaluate Local Teachers

- ◆ Organize a teacher training day at the start of each school year
- ◆ Lead regular teacher meetings to maintain consistency in procedures, curriculum and expectations within the program
- ◆ Assist the program director in evaluating teachers
- ◆ Attend and invite teachers to virtual and in-person teacher training opportunities provided by the LifeWise Support Center
- ◆ Attend and encourage teacher participation at the annual LifeWise Summit

#### Create and Maintain Records

- ◆ Create classroom schedules and coordinate any changes with staff
- ◆ Keep and maintain accurate class rosters, including health concerns and special needs of students as noted on parent permission slips
- ◆ Assist the director in developing and maintaining program policies and procedures

#### Communicate

- ◆ Represent LifeWise teachers at Leadership Board meetings
- ◆ Regularly visit program classes to provide support and encouragement
- ◆ Build relationships with volunteers and keep them apprised of schedule changes
- ◆ Submit regular updates, stories and photos to the program director

#### Other Duties

- ◆ Assist the program director in other responsibilities as needed