

GENERAL SCHOOL ADMINISTRATION

Responsibilities of the Lead Teacher

Coordinates Performance Plus Program;
Coordinates bus safety drills and bus seating;
Coordinates ISAT, Explore and M.A.P. testing;
Assists with supervision/discipline on school bus;
Assists with supervision of interscholastic contests, school play, dances, etc.;
Coordinates Red Ribbon week activities;
Coordinates Earth Week activities;
Writes press releases for the school;
Organizes a volunteer program;
Organizes service projects;
Serves as the liaison with colleges to arrange student teachers and observations;
Assists with supervision of student teachers;
Coordinates two Bannockburn Reports yearly;
Serve as upper school team leader;
Assist with incidents when principal is absent;
Coordinates graduation and
Acts as Student Council Sponsor.

FIRST READING: August 24, 2005

ADOPTED: September 14, 2005