

Killeen Independent School District Job Description

Job Title: Teacher Specialist for Leadership Academy
Reports To: Principal
FLSA Status: Exempt

SUMMARY

Oversees the campus and community activities of the Leadership Academy Program. Develops students' understanding and application of contemporary leadership principles and skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Monitors the recruitment, the selection process, and admissions of students into the program.

Coordinates the matching of students with leader mentors in the community.

Guides and assists students with the development of projects to be presented during the Senior year of the student.

Communicates and informs community leaders, other teachers and staff about the Leadership Academy Program.

Oversees the development of financial opportunities and/or scholarships for the leadership students.

Assists students with college and scholarship applications.

Counsels students about the enrollment of prep courses to prepare them for the ACT/SAT tests.

Acts as a communication link between the classroom teacher and the leadership students.

Develops feedback to be shared with academy leaders concerning the needs of the leadership students.

Organizes leadership luncheons and school events related to the Leadership Academy Program.

Schedules and places leadership students into leadership training offered at colleges, in the business world, and/or other areas appropriate throughout the United States.

Administers the budget for the Leadership Academy Program.

Works closely with TAG facilitator to ensure that the TAG students in the Academy are receiving the appropriate placement.

Assists in tracking of students throughout the program.

Becomes familiar with the variations in state graduation requirements for students in the program.

Directs the student management of leadership conferences and symposia for the school district and region.

Prepares lesson plans as required to support the instruction of leadership theory and application.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree, preferred; three years teaching experience, preferred; leadership/supervisory experience, strongly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Teacher or Counselor Certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational periodicals, professional journals, business procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, parents, and students.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Must be familiar with computers, such as word processing, e-mail, and internet.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (less than 15 pounds); may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities. Occasional field-based instructional trips are required to support instruction and college preparedness. Periodic overnight trips are expected for field-based instruction when students engage in non-local training.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.