

## Geyserville Elementary School Teacher-In-Charge (Elementary School)

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of these leadership-minded staff members and utilize their skills and talents to assist with this goal.

### Position Overview/Definition

This position is in the event of a short-term absence of a site administrator. The Teacher-In-Charge is expected to become familiar with district policies and procedures concerning: emergencies, emergency chain-of-command, discipline, and other policies and procedures as recommended by the site administrator.

### General Duties and Responsibilities

#### In the absence of the Site Administrator:

- Check with school secretary to ascertain schedule changes or needs she/he may have in helping the school day run smoothly.
- Follow through on any discipline issues that deserve immediate attention (Major Behavior Challenges on Student Behavior Management and Social Emotional Support Guidelines).
- Document any discipline issues that are handled during the absence of site administrator (after students have been dismissed for the day) and put in site administrator's mailbox.
- Respond to any emergency situation that occurs during the school day (i.e. accident, fire, earthquake, flood).
- Cover assemblies and special events.
- Contact the superintendent regarding possible suspensions or unusual situations that may occur.
- Be responsible for additional duties as assigned by the site administrator.

#### Throughout the year:

- Assist the site administrator in cases of a discipline situation that require more than one adult.

### Reports To

GES Site Administrator

*The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*