

**Geyserville New Tech Academy
Teacher-In-Charge (Middle School / High 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

The Teacher-In-Charge, in addition to their regular assignment, is expected to become familiar with district policies and procedures concerning: emergencies, emergency chain of command, suspension, discipline, and other policies and procedures as recommended by the GNTA Site administrator. The Teacher-In-Charge position is designed to support the site administrator during the regular course of the school day, especially when the site administrator is away from campus or required to address separate issues on campus.

General Duties and Responsibilities

Regular duties and responsibilities may include, but are not limited to the following:

1. Serving as the site administrator's designee in school supervision, keeping the site administrator fully informed regarding any action taken.
2. Directing student discipline in conjunction with the site administrator, including implementation of behavior referrals, conferences and detentions.
3. Application of restorative justice principles and practices when addressing student issues that affect student behavior and campus culture/climate.
4. Facilitation of faculty meetings in the absence of the site administrator.
5. Meeting and conferring with parents/guardians.
6. In the absence of the site administrator, serving as administrative representative for school events in and outside of the school day (house activities, assemblies, etc.), student discipline, etc.
7. Attending GUSD Board meetings on an occasional basis at the request of the site administrator.
8. Supervising home games as administrator-in-charge.

Standards of Knowledge and Ability

Knowledge of:

1. Restorative justice practices and methods, as practiced by the school.
2. Current and effective methods of addressing issues of concern on campus.

Ability to:

1. Attend occasional meetings and events held outside of the regular school day.
2. Continuously implement restorative justice steps and methods.

Credentials / Training Required

Recent and relative ongoing training in the site administrators and practice of restorative justice.

Reports To

GNTA Site administrator