

**JEFFERSON COUNTY SCHOOL SYSTEM  
JOB DESCRIPTION**

**TITLE:** Advanced Placement Lead Teacher

**QUALIFICATIONS:** 1. AP teaching experience in funded discipline (science, mathematics, or language arts)  
2. Valid state certificate in assigned field

**REPORTS TO:** Director of Curriculum and Instruction/Principal

**MONITORS/  
FACILITATES:** AP and pre-AP Teachers in funded discipline

**JOB GOAL:** To provide leadership and support for the training and incentive program within each participating AP grant school for their specific AP subject area.

**PERFORMANCE  
RESPONSIBILITIES:**

1. Continues to teach a minimum of one AP class at the base school
2. Attends initial AP Lead Teacher Training (two-week summer training in Dallas, TX)
3. Sets as a priority significant annual increases in the number of students passing AP exams in their subject area
4. Facilitates and conducts training for participating teachers within the schools or district (and informs staff of outside trainings)
5. Organizes preparation workshops and activities for AP and pre-AP students in a participating school or the district
6. Acts as the liaison between the district and the Advanced Placement Strategies Alabama (A+ College Ready) organization, as well as being an overall AP representative to the school Principal and AP Coordinator
7. Organizes and sets the agenda for all Vertical Team meetings, trainings, and prep sessions (The Vertical Team includes the Lead Teacher, and all AP and pre-AP teachers in their respective subject areas. For example, a Math Vertical Team would consist of the Lead Teacher, the AP Calculus Teacher, the pre-AP pre-Calculus, Geometry, Algebra, and 6<sup>th</sup> and 7<sup>th</sup> grade math Teachers)
8. Supports and coordinates the work of AP and pre-AP teachers in the funded discipline
9. Collaborates with content area supervisors to ensure the success of the district's AP program
10. Assists AP and pre-AP teachers in the school or district in other ways as needed to ensure the success of the district's AP program

**TERMS OF  
EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provision of the evaluative procedures of the Jefferson County Board of Education