

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**ADMINISTRATION**

**Lead Teacher**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the administrator (principal) of each elementary and secondary school shall secure the appointment a lead teacher who is to temporarily assume the role of the administrator (principal) in the absence of the administrator (principal). The chain of and change in command must be identified and published so that all will know who is to assume the role of the administrator (principal) in his/her absence for emergency purposes.

A lead teacher cannot assume the duties of a licensed administrator as found in Iowa Code (281 IAC – 12.4(7)). These include: serving as the instructional leader, coordinating the process and substance of educational and instructional programs, coordinating the school budget, providing formative and summative evaluation of all practitioners in the school, recommending, assigning, promoting, or transferring personnel, implementing the policies specific to the administrator, or developing or administering school programming.

A job description for the Lead Teacher is found in the Administrator Manual.

Policy Adopted:           October 27, 1969

Policy Revised:           May 21, 2018

Policy Approved by Bishop Pates:       May 30, 2018

Policy Revised:           July 30, 2021