JOB TITLE: LEAD TEACHER

JOB DESCRIPTION:

This job description is not a stand-alone job description, but a rider to our basic education ar exceptional education job descriptions. This teacher must participate on a regular basis in direct instruction of students and serve as faculty for professional development activities. The teacher is responsible for organizing and implementing curriculum and instructional program students and meeting the duties of teaching as outlined in laws and policies. During non-student contact time, this employee is responsible for assisting in the development of standards-based curriculum and assessment opportunities, research-based instructional methods, aligning of materials and resources to curriculum outcomes, and other teacher leadership responsibilities.

Duties of this position include but are not limited to:

1. Professional Development:
   a. Training early Associate and Professional Teachers, other Lead Teachers and Mento Teachers
   b. Observing and providing peer assistance for colleagues.
   c. Leading early Associate and Professional Teachers.
   d. Participating in professional development activities.
   e. Participating in a formalized peer review process as a formative evaluator.
   f. Assisting in the coordination of all school based professional development opportunities linked to individual professional development plans and job competencies.
   g. Assisting in the coordination of the program for preservice teachers by communicating with Human Resources Department and college/university personnel.

2. Curriculum:
   a. Collaborating with colleagues to construct benchmark lessons.
   b. Serving as the official liaison between the school site and the Department of Curriculum and Instructional Services.
   c. Assisting with identifying the curriculum needs of the faculty.
   d. Planning and managing the development of standards-based curriculum, instruction, assessment plans and strategies.
   e. Assisting in the adoption of curriculum resources that are consistent with the district’s curriculum. Overseeing the textbook ordering and inventory for the school site.
   f. Ensuring that all textbooks are used effectively as a resource to meet curriculum goals.
   g. Updating themes/units and supervising theme/unit writing.
   h. Ensuring that all substitutes have lesson plans.
   i. Coordinating communication and planning among all learning communities.

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3. Leadership:
   a. Serving as a resource to the School Advisory Council and working with school administrators to develop, implement, and evaluate the school's Continuous Improvement Plan.
   b. Supporting and assisting in implementing the district vision.
   c. Serving on district-level committees.
   d. Writing grants to aid in meeting the goals of the Continuous Improvement Plan.
   e. Assisting in the coordination of the school’s testing program (AIP, FCAT, diagnostics, etc.).
REQUIRED QUALIFICATIONS:
1. Valid professional teaching certificate
2. Master’s degree or 18 graduate level hours or National Board for Professional Teacher Standards certification, or one year curriculum leadership at the school or district level
3. Minimum of one year as a Professional Teacher
4. Outstanding performance pursuant to Section 1012.34(3)(a.)1.-7., Florida Statutes as evidenced through selection into the district’s Lead Teacher pool.
5. Ability to work an extended schedule.

DESIRED QUALIFICATIONS:
1. Professional development in the area(s) of:
   a. communication and conferencing skills
   b. leadership development
   c. classroom management
   d. standards-based curriculum development
   e. peer observation, coaching, mentoring, and conferencing skills
   f. student and parent conferencing skills
   g. knowledge of subject matter
   h. planning for instruction
   i. delivery of instruction
   j. assessment of student performance
   k. grant writing
2. Master’s degree or higher
3. In-field certification
4. Clinical Educator Training