

Lead Teacher Position Description

Summary

The veteran teacher is chosen by the Administration to lead the other teachers in their particular content area to become better teachers by following him or her in all areas particular to successful classical and Christian teaching philosophy and practices.

Essential Duties and Responsibilities

- I. Faculty Supervision
 - a. Evaluation of Peer Teachers
 - i. Conduct informal observations.
 - ii. Observe new/probationary teachers once a quarter and veteran teachers once a semester using the Matrix designed for these purposes. Email copies of the observations to the Director of Curriculum & Instruction and the Head of School.
 - iii. Communicate with the observed faculty member to discuss the observation, including suggestions for improvement as well as recognition of competence and excellence.
 - b. Complete an end-of-year evaluation for each faculty member
 - i. Use the results of Faculty Observations to create a final evaluation.
 - ii. Make a recommendation to the Director of Curriculum & Instruction regarding continued employment of the faculty member.
- II. Faculty Meetings
 - a. Communicate to faculty relevant issues relating to programs, policies, etc.
 - b. Meet as needed with first year or probationary teachers to provide guidance and support during times of confusion or stress.
 - c. Conduct weekly subject area meetings.
- III. Training
 - a. Coordinate with the administration for general academic training for all teachers.
 - b. Coordinate with the administrative staff for technical training in Ren Web for all teachers.
 - c. Coordinate with new teachers all the necessary details of opening and finishing as a successful first-year teacher at Grace Academy.
 - d. Coordinate a teacher training plan with the Director of Curriculum & Instruction.
- IV. Curriculum
 - a. Maintain uniformity in course content and execution
 - b. Teachers receive a detailed syllabus and course guide for each course they teach.
 - c. Scope and Sequence is to be strictly adhered to and any deviations must be approved by the administration.
 - d. Oversee inventory, ordering, collection, and distribution of course content and materials
- V. Student Evaluation
 - a. Proof quarterly report cards and comments of teachers.
 - b. Submit proofed quarterly reports to the Director of Curriculum & Instruction for review.
- VI. Discipline
 - a. Oversee resolution of low-level discipline issues
 - b. Work with Director of Student Affairs to resolve higher-level issues

Organization

1. Supervised by the Director of Curriculum & Instruction
2. Works closely with other administrators

Name	Signature	Date