Lead Teacher

Duties & Responsibilities

Supporting OCPS:

- Attend OCPS Lead Teacher meetings or provide a proxy in the event the lead teacher is unable to attend.
- Communicate effectively and efficiently with central office instructional leaders.
- Serve as a point of contact for recruiting school representatives to participate in county- and state-level committees and professional learning opportunities.
- Assist in the revision and implementation of curriculum frameworks and pacing guides.
- Serve as a point of contact for textbook adoption and instructional materials selection.
- Create, update, and maintain inventory for instructional materials and submit to the C&I Department as appropriate.
- Provide opportunities for professional learning that reflect best practices and enhance instructional pedagogy in accordance with the OCPS strategic plan.

Supporting Colleagues:

Serve as liaison between content teachers, building administrators, and central office staff:

- Share and discuss division and state curriculum-related information with content teachers.
- Serve as a resource for content teachers.
- Engage in research-based professional learning and share information with colleagues.
- Promote effective teaching strategies that maximize rigor and engagement and allow all students to reach positive outcomes.
- Assist in supporting and developing new teachers.
- Collaborate with the principal to develop budget priorities regarding instructional materials.
- Assist building administrators and/or guidance counselors in developing the master schedule and ensuring proper placement of students (per building need and/or request).

Supporting (PLCs) Professional Learning Communities:

- Facilitate and/or participate in grade- or content-level PLCs.
- Serve as liaison between school administration and PLCs.
- Help ensure PLCs are functioning efficiently and effectively.
- Work with grade level/subject areas to disaggregate formative and summative data.