



**LEAD TEACHER PROGRAM**

**HANDBOOK**

**2021 - 2022**



## Horizon Montessori Public Schools

*"Tomorrow's Education Today"*

*2402 E. Business Hwy. 83 Weslaco, Texas 78596*

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## **Horizon Montessori Public Schools**

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### **Board of Directors**

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### Program Overview

### HMPS Lead Teachers

Lead Teachers work at pre-K, elementary, middle and high schools to teach age-appropriate knowledge and skills to groups of students and guide other teachers. Their role is to educate their class on subject-specific concepts and provide them with opportunities for social-emotional learning and development of life skills. Lead Teachers communicate with parents about their child's progress and create action plans for addressing issues in behavior or academic performance. They develop worksheets and activities to help each student engage with educational content. Outside of the classroom, they supervise lunch, recess, field trips and passing periods.

### **What is a Lead Teacher?**

A Lead Teacher is a teacher who provides guidance and mentorship to other teachers in their grade level or subject. Their duties include writing lesson plans, managing classroom behavior and providing after-school tutoring.

### **What does a Lead Teacher do?**

The following are among the Lead Teacher functions:

- Meeting with parents to discuss the goals and needs of students in their program
- Coordinating with administration to create education plans for the students
- Sitting in on the classes of other Teachers in an observational role
- Using information from observations to help other teachers grow by noting ineffective areas and sharing alternative methods that are more successful
- Assisting Teachers in the creation of lesson plans or in solving problems the Teacher is struggling to find a solution for
- Tracking the academic performance of students for signs of progress

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### **Mentoring characteristics:**

- 2 years' teaching experience (preferred)
- Excellent verbal and written communication skills
- Able to maintain an overall positive and professional disposition
- Depth of knowledge on grade level
- Effectively plan, organize and implement educational activities
- Demonstrable record of making decisions on behalf of children with their well-being the top priority

### **Responsibilities for Lead Teacher:**

- Maintain ongoing, open communication with parents and caregivers
- Ensure that each family receives an opportunity to build strong relationships with teaching staff
- Provide a classroom environment that encourages parent participation
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests
- Collaborate with children's families to ensure a smooth transition from home to Child Care setting
- Create weekly plans and implement an age-appropriate curriculum that nurtures and stimulates all domains of each child's development in their care
- Provide a developmentally appropriate classroom environment that reflects the children's learning and growth
- Perform ongoing developmental evaluations of children as required

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### HMPS Lead Teacher Program Application 2021-2022

DUE August 26, 2021 for June 2022 Payment

District Dean of Instruction, Attention: Yolanda Cantu ([yolanda.cantu@hmps.net](mailto:yolanda.cantu@hmps.net))

Complete and return this application to your Principal by:

\_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Due Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Position: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Grade Level/s Responsibilities (circle all that apply): Pre- K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12

Other Position: \_\_\_\_\_

Subject/s (circle all that apply): All, ELAR, Math, Science, SS, Fine Arts, ESL/ELL/LEP, PE/ ATHLETICS

HMPS Email: \_\_\_\_\_@hmps.net Years Teaching at HMPA: \_\_\_\_\_

I certify that this Lead Teacher has these qualities: \_\_\_\_\_

Principal's Signature

I certify that I will meet these requirements: \_\_\_\_\_

Lead Teacher's Signature

#### Confidentiality Acknowledgment

As a HMPS Lead Teacher, I am committed to supporting my Team of Teachers in a safe, confidential and non-evaluative environment in order to facilitate optimum professional growth and students success. Therefore, I agree that:

\_\_\_\_\_ I will not share any privileged information about my Team of Teachers with their colleagues and/or students.

\_\_\_\_\_ Should any member of the team leave the district, professional ethics requires that confidentiality be maintained.

\_\_\_\_\_ Lead Teacher Stipend Amount: \_\_\_\_\_

I agree to these stipulations: \_\_\_\_\_

Lead Teacher's Signature

Date

Principal's Signature

Date:

#### Form LT-1A

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### HMPS LEAD TEACHER PROGRAM Lead Teacher Timeline and Checklist:

**\*All Fields Must Be Completed, this Form Signed and Dated by the Lead Teacher, Teachers and Principal to Receive Lead Teacher Stipend**

\*Lead Teacher's Name (As it Appears on Payroll Receipt):

Last Name(Print): \_\_\_\_\_ First Name (Print): \_\_\_\_\_  
Campus: \_\_\_\_\_ Position: \_\_\_\_\_

\*Lead Teacher's Employee ID#: \_\_\_\_\_

\*Lead Teacher's E-Mail Address: \_\_\_\_\_

\*Teacher's Name \_\_\_\_\_ \*School: \_\_\_\_\_ \*Grade Level: \_\_\_\_\_

\*Teacher's Name \_\_\_\_\_ \*School: \_\_\_\_\_ \*Grade Level: \_\_\_\_\_

\*Teacher's Name \_\_\_\_\_ \*School: \_\_\_\_\_ \*Grade Level: \_\_\_\_\_

\*Teacher's Name \_\_\_\_\_ \*School: \_\_\_\_\_ \*Grade Level: \_\_\_\_\_

TASK	*COMPLETED (Lead Teacher Initials)
<b>1.</b> Meet with the team of teacher during the first week of school to identify needs and establish a plan for the year. <i>(Agenda and Sign-in Sheet required)</i> Date of First Meeting: _____	
<b>2.</b> Meet with the team of teachers on a regular basis (at least twice a month) to provide information, advice, share resources, disaggregate students' academic data, lesson plans, curriculum guidelines, intervention time planning and provide specific assistance when requested. <i>(Agendas and Sign-in Sheets required)</i>	
<b>3.</b> If needed visit a teacher from the team to observe him/her working with students and provide constructive feedback on performance (Observation Forms) twice each six-week period. Name of Teacher(s) and Dates of Observations: _____ _____ _____	
<b>4.</b> Meet with Principal and/or designee every 6-week period to discuss documentation. <i>(Agendas and Sign-in Sheets required)</i> Dates of Meetings: _____ _____	

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\_\_\_\_\_  
*\*Teacher's Signature*

\_\_\_\_\_  
*\*Date*

\_\_\_\_\_  
*\*Teacher's Signature*

\_\_\_\_\_  
*\*Date*

\_\_\_\_\_  
*\*Teacher's Signature*

\_\_\_\_\_  
*\*Date*

\_\_\_\_\_  
*\*Teacher's Signature*

\_\_\_\_\_  
*\*Date*

\_\_\_\_\_  
*\*Lead Teacher's Signature*

\_\_\_\_\_  
*\*Date*

\_\_\_\_\_  
*\*Principal's Signature*

\_\_\_\_\_  
*\*Date*

**To assure prompt payment of Lead Teacher Stipend,  
please submit this form to District Dean of Instruction by May 26, 2022**

**Form LT-2A**

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### HMPS LEAD TEACHER PROGRAM

#### Principal Checklist for Lead Teacher

DUE May 26, 2022 for June 2022 Payment

District Dean of Instruction, Attention: Yolanda Cantu ([yolanda.cantu@hmps.net](mailto:yolanda.cantu@hmps.net))

TASK	COMPLETED (Initials/Date)
1. Review/update with the committee the HMPS Lead Teacher Program as needed at the end of the school year.	
2. Keep the following records: <ul style="list-style-type: none"> <li>• Copy of the Program Description signed by each Lead Teacher</li> <li>• A record of the dates, agendas and sign-in sheets of every meeting with the team of teachers (at least twice a month) <i>(Agendas and Sign-in Sheets required)</i></li> <li>• A record of the dates when the Principal and Lead Teacher met <i>(Agendas and Sign-in Sheets required)</i></li> </ul>	
3. Designate a Lead Teacher and review his/her duties as provided in the HMPS Lead Teacher Program description prior to the orientation of the start of the school year.	
4. Commit to allow Lead Teachers time to observe other teachers if needed	
6. During the last week of May, review and sign Lead Teacher checklists. <i>(Agendas and Sign-in Sheets required)</i>	

Form LT-3A

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### HMPS LEAD TEACHER PROGRAM

#### HMPS Principal/Lead Teacher Meeting Log

DUE May 26, 2022 for June 2022 Payment

District Dean of Instruction, Attention: Yolanda Cantu ([yolanda.cantu@hmps.net](mailto:yolanda.cantu@hmps.net))

Lead Teacher: \_\_\_\_\_ Campus: \_\_\_\_\_  
First Last

Principal and Lead Teacher must meet every six-week period to satisfy HMPS Lead Teacher Program requirements.

Lead Teachers are encouraged to vary the focus of meetings in order to provide well-rounded support for their Team of Teachers.

Date Lead Teacher was first assigned: \_\_\_\_\_

Time frame:	Date Met	Time Met	Topic(s) Discussed
1 <sup>st</sup> 6-weeks			
2 <sup>nd</sup> 6-weeks			
3 <sup>rd</sup> 6-weeks			
4 <sup>th</sup> 6-weeks			
5 <sup>th</sup> 6-weeks			
6 <sup>th</sup> 6-weeks			

*(Agendas and Sign-in Sheets required)*

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Form LT-4A

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### HMPS LEAD TEACHER PROGRAM Lead Teacher Observation

Teacher Observed Name: \_\_\_\_\_

Lead Teacher Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

#### PLANNING:

Standards and Alignment  
Data and Assessment  
Knowledge of Students  
Activities

#### INSTRUCTION:

Achieving Expectations  
Content Knowledge and Expertise  
Communication  
Differentiation  
Monitor and Adjust

#### LEARNING ENVIRONMENT:

Classroom Environment, Routines and Procedures  
Managing Student Behavior  
Classroom Culture

#### PROFESSIONAL PRACTICES AND RESPONSIBILITIES:

Professional Demeanor and Ethics  
Goal Setting  
Professional Development  
School Community Involvement

Notes:

\_\_\_\_\_  
Teacher Observed Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lead Teacher Signature

Form LT-5A

\_\_\_\_\_  
Date

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### CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

#### I. Professional Ethical Conduct, Practices and Performance.

**Standard 1.1.** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2.** The educator shall not knowingly misappropriate, divert or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3.** The educator shall not submit fraudulent requests for reimbursement, expenses or pay.

**Standard 1.4.** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5.** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students or other persons or organizations in recognition or appreciation of service.

**Standard 1.6.** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7.** The educator shall comply with state regulations, written local school board policies and other state and federal laws.

**Standard 1.8.** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

**Standard 1.9.** The educator shall not make threats of violence against school district employees, school board members, students or parents of students.

**Standard 1.10.** The educator shall be of good moral character and demonstrate that he or she is worthy to instruct or supervise the youth of this state.

**Standard 1.11.** The educator shall not intentionally or knowingly misrepresent the circumstances of his or her prior employment, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12.** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13.** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

#### II. Ethical Conduct Toward Professional Colleagues.

**Standard 2.1.** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2.** The educator shall not harm others by knowingly or recklessly making false statements about a colleague or the school system.

**Standard 2.3.** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4.** The educator shall not interfere with a colleague's exercise of political, professional or citizenship rights and responsibilities.

**Standard 2.5.** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6.** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

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**Standard 2.7.** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

### **III. Ethical Conduct Toward Students.**

**Standard 3.1.** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2.** The educator shall not intentionally, knowingly, recklessly, or negligently treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student or minor.

**Standard 3.3.** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4.** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5.** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6.** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7.** The educator shall not furnish alcohol or illegal / unauthorized drugs to any person under 21 years of age or knowingly allow any person under 21 years of age to consume alcohol or illegal / unauthorized drugs in the presence of the educator.

**Standard 3.8.** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9.** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication.

### **Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:**

- (i) The nature, purpose, timing, and amount of the communication.
- (ii) The subject matter of the communication.
- (iii) Whether the communication was made openly, or the educator attempted to conceal the communication.
- (iv) Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship.
- (v) Whether the communication was sexually explicit; and
- (vi) Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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### HMPS LEAD TEACHER PROGRAM

#### Handbook Acknowledgement

DUE August 26, 2021 for June 2022 Payment

District Dean of Instruction, Attention: Yolanda Cantu ([yolanda.cantu@hmps.net](mailto:yolanda.cantu@hmps.net))

I hereby acknowledge that I have read and agree to abide by the HMPS Lead Teacher Program, Code of Ethics and Standard Practices for Texas Educators.

\_\_\_\_\_  
Name: (Printed)

\_\_\_\_\_  
School-Grade Level-Lead Teacher/Teacher

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Form LT-6A**

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