

**Policy Code: To Be Assigned by MSBA once approved**

**Job Description: Lead Teacher**

**Qualifications:**

To Qualify for the position of Lead Teacher, he/she shall possess the following:

1. Hold a Valid Mississippi Teachers License
2. Minimum of three years of successful teaching experience
3. Demonstrated knowledge of MTSS, curriculum design, and Section 504 processes.
4. Strong communication, organizational, and leadership skills.
5. Ability to lift 25 pounds

**Job Goal:**

The Lead Teacher supports instructional excellence across the school by providing leadership in curriculum implementation, coordinating the Multi-Tiered System of Supports (MTSS), and overseeing Section 504 processes.

**Reports To:** Principal and Director of Curriculum & Instruction

**Duties and Responsibilities**

### **1. MTSS Coordination**

- Oversee the implementation of the schoolwide Multi-Tiered System of Supports (MTSS).
- Facilitate MTSS meetings and support teachers with the development, documentation, and monitoring of Tier I, Tier II, and Tier III interventions.
- Analyze student data to identify students in need of academic or behavioral intervention.
- Assist teachers in selecting research-based interventions and progress-monitoring tools.
- Ensure MTSS documentation is complete, accurate, and compliant with district and state guidelines.

### **2. Curriculum Support**

- Assist teachers in planning, aligning, and implementing district-approved curriculum.
- Provide instructional coaching, modeling lessons, and supporting effective classroom strategies.
- Lead professional learning communities (PLCs) and support data-driven instructional decision-making.
- Collaborate with administrators, Director of Curriculum & Instruction, to review curriculum materials, pacing guides, and assessment data.

- Support new teachers and provide guidance on instructional best practices.

### **3. Section 504 Oversight**

- Coordinate and oversee all Section 504 processes for the school.
- Schedule and facilitate 504 meetings, ensuring compliance with federal and state regulations.
- Maintain accurate and confidential records of 504 evaluations, plans, and parent communications.
- Train staff in their responsibilities under Section 504 and monitor implementation of accommodations.
- Serve as the primary point of contact for parents regarding 504 matters.

### **4. General Responsibilities**

- Maintain strong communication with administrators, Director of Curriculum & Instruction, teachers, families, and district support staff.
- Assist with schoolwide data collection, assessment administration, and instructional planning.
- Support school improvement initiatives and help monitor progress toward academic goals.
- Participate in ongoing professional development to remain current on instructional practices and compliance requirements.
- Perform other duties as assigned by the principal or district administration.

#### **Terms of Employment:**

187 Workday Salary Schedule: Teacher Salary Schedule: District Policy GGBC

#### **Evaluation:**

Performance in this position will be evaluated annually by the principal in accordance with the provisions of the Board's policies on evaluation.

#### **Funding:**

This position is district-funded unless assigned to a school receiving Title 1 funding. In such instances, the Lead Teacher position will be partially funded with Federal Funds.