



Teacher Leadership Opportunities 24-25

Nova Classical Academy values lifelong learning. As educators, we must model continuous education and self-improvement for our students. Each year Nova Classical will provide licensed instructional staff with professional development in the areas of curriculum and pedagogy through large group and cohort structures as well as offer training on topics required for employment or to assist in teacher licensure.

This document outlines the major initiatives and elements of Nova Classical’s job-embedded professional development programs for the academic year, **our teacher leadership roles and responsibilities.**

*Positions marked with an asterisk are funded from Q Comp, **highlighted positions are funded from SpEd.**

Grade-Level Leads (SoG)*	Number of Positions	7 positions SoG*, 1 Student Services
	Responsibilities	<ul style="list-style-type: none"> • Establish a supportive, helpful, accessible environment that facilitates the development of professional skills • Work with grade level teams to develop and reflect on grade level student achievement goal • Manage needs and procuring of department resources and managing needs • Assist Principals and Academic Director with curriculum and assessment development/alignment—vertically, horizontally, and across disciplines • Recognize department strengths and working with new faculty members • Writes agendas, runs meetings, and files minutes on the server within one week of meetings • Promotes grade level initiatives and is the main contact person for grade wide activities such as field trips, celebrations, etc. • Is responsible for grade wide deliverables (curriculum maps, class lists, etc.)
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$1,500—\$750 paid in January and June

Department Heads (SoL/SoR)* <i>(used to be combined with Grade Level Leads above)</i>	Number of Positions	6 positions SoL/SoR*, 1 Student Services
	Responsibilities	<ul style="list-style-type: none"> • Establish a supportive, helpful, accessible environment that facilitates the development of professional skills • Work with grade level teams to develop and reflect on grade level department student achievement goal • Manage needs and procuring of department resources and managing needs • Assist Principals and Academic Director with curriculum and assessment development/alignment—vertically, horizontally, and across disciplines • Recognize department strengths and working with new faculty members • Writes agendas, runs meetings, and files minutes on the server within one week of meetings • Promotes grade level initiatives and is the main contact person for grade wide activities such as field trips, celebrations, etc. • Is responsible for grade wide department deliverables (curriculum maps, class lists, etc.)
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$1,500—\$750 paid in January and June

Lower School Coaches*	Number of Positions	Up to 9 positions SoG
	Responsibilities	<ul style="list-style-type: none"> • Coach colleagues utilizing instructional focus for the year specified forms as outlined in this Teacher Development and Evaluation Handbook

		<ul style="list-style-type: none"> Observe coachees three times per year and provide timely written and oral feedback Meet with coachees three times per year to review observation feedback develop and reflect on PDG goals 2 and 3 Promote Classical Pedagogy Attend trainings on observation and feedback as needed
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$450 per coachee. Half paid in January and June

Upper School Coaches*	Number of Positions	Up to 9 positions SoL/SoR
	Responsibilities	<ul style="list-style-type: none"> Coach colleagues utilizing instructional focus for the year specified forms as outlined in this <i>Teacher Development and Evaluation Handbook</i> Observe coachees three times per year and provide timely written and oral feedback Meet with coachees three times per year to review observation feedback develop and reflect on PDG goals 2 and 3 Promote Classical Pedagogy Attend trainings on observation and feedback as needed
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$450 per coachee. Half paid in January and June

Data Driven Instruction (DDI) Lead	Number of Positions	3 positions SoG, 4 positions SoL/SoR, 1 SpED position K-12
	Responsibilities	<ul style="list-style-type: none"> Provide oversight and professional development regarding implementation and analysis of DDI practices Meet with each teacher or team during the DDI Analysis/Planning window to analyze student data and facilitate long term teaching plans
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$2500—\$1250 paid in January and June

Curricular Leads*	Number of Positions	2 positions SoG (Math and Literacy), 4 Latin
	Responsibilities	<ul style="list-style-type: none"> Conduct systematic, yearlong training in the area of expertise as needed Lead NPTO Parent Education Nights Promote Classical Pedagogy Research, procure, and disseminate resources and best practices Assist Principals and Academic Director with curriculum development/alignment related to area of expertise
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$2,000—\$1,000 paid in January and June

Curricular Training*	Number of Positions	2 positions: Latin and Early Literacy
	Responsibilities	<ul style="list-style-type: none"> Conduct systematic, yearlong training in the area of expertise as needed <ul style="list-style-type: none"> AND Lead NPTO Parent Education Nights Promote Classical Pedagogy
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$1,000—\$500 paid in January and June

Pedagogical Leads*	Number of Positions	1 position per school, 3 total
	Responsibilities	<ul style="list-style-type: none"> • Lead systematic, yearlong training in Classical Pedagogy for new faculty and supporting training for returning faculty as needed • Conducting systematic, yearlong training in Classical Pedagogy for Nova Classical community at NPOT Parent Education Nights (2x/year) • Observing for Classical pedagogical fidelity by conducting peer observations (during training for all new and some of the returning faculty; may use prep period to observe) and providing coaching feedback • Researching, procuring, and disseminating seminar/dialectic resources and best practices • Lead CEC 101 training in the area of expertise • Assist Principals and Academic Director with curriculum development/alignment related to seminar/dialectic • Serve on the Classical Model Team as part of the Strategic Plan with the Academic Director in order to assess Nova Classical's current interpretation of classical education, establish a consistent definition of the model, identify core components, and create tools to ensure uniform implementation of classical education.
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$2500—\$1250 paid in January and June

Housemaster	Number of Positions	2 positions total SoL/SoR
	Responsibilities	<ul style="list-style-type: none"> • Creates the House Activities (virtue seminars and 'intentional joy' activities) • Supervises/Coordinates/Supports faculty Procurators • Responsible for culture and legacy building • Visible model for upholding Nova Classical's academic traditions
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$600—\$300 Paid in January and June

New Faculty Mentor	Number of Positions	Based on incoming faculty need
	Responsibilities	<ul style="list-style-type: none"> • Before the school year begins, start the mentoring relationship, describing and helping prepare for the first weeks of school, discussing school and classroom/grade level norms • Before the school year begins, attend mentor portion of the New Faculty Orientation • Schedule at least a weekly meeting for the first semester to do coaching, collaboration, and reflection; for the second semester, schedule at least two meetings per month • As approved by the building Principal, schedule two hours of observations including a transition time to observe the mentee within the first two months of school (suggested: observe routines, curriculum areas, classroom management, classical pedagogy, etc.) • Conduct post-observation meetings • As approved by the Principals, schedule two hours of observations within the first two months of school for the mentee to observe: one observation is of the mentor and the other may be the mentor or other appropriate faculty • Conduct post-observation meetings • Be available for future observations as requested/ needed by a mentee • As approved by the Principals, schedule two hours of observations within the first two months of school for the mentee to observe other classroom as assigned
	Application Process	Determined by Instructional Leadership Team
	Stipend	\$750 for full year per mentee

Student Senate Advisor	Number of Positions	2 position total SoL/SoR
	Responsibilities	<ul style="list-style-type: none"> • Supports Student Senate in their Purpose: The Student Senate will be the voice of the students to help design and organize events and programs that align with Nova's values and promote responsible student leadership. • Develop leadership skills – Robert's Rules of Order

		<ul style="list-style-type: none"> • Create student “ownership” and responsibility for major activities and events • Communicate to school body about activities and events • Develop a student-initiated sense of positive Nova pride • Serve as a liaison between the student body and administration on critical issues • Model good character in leadership
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$1,000—\$500 Paid in January and June

Student Proxy Advisor	Number of Positions	1 position total SoG
	Responsibilities	<ul style="list-style-type: none"> • Supports Student Senate in their Purpose: The Student Senate will be the voice of the students to help design and organize events and programs that align with Nova's values and promote responsible student leadership. • Develop leadership skills • Create student “ownership” and responsibility for major activities and events • Communicate to school body about activities and events • Develop a student-initiated sense of positive Nova pride • Serve as a liaison between the student body and administration on critical issues • Model good character in leadership
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$400—\$200 Paid in January and June

Response Team Intervention (RTI) Secretary-Data Lead:	Number of Positions	1 per school, Determined by Instructional Leadership Team
	Responsibilities	<ul style="list-style-type: none"> • Serve on the Response to Intervention team • Responsible for recording data from D/F lists, monitoring interventions, RTI meeting minutes
	Stipend	\$300—\$150 Paid in January and June

Response Team Intervention (RTI) Members:	Number of Positions	Determined by Instructional Leadership Team
	Responsibilities	<ul style="list-style-type: none"> • Serve on the Response to Intervention team • Responsible for identifying students in need of academic or behavioral support and intensive interventions. <i>Team members meet weekly meetings TBD</i>
	Stipend	\$500—\$250 Paid in January and June

Equity Coordinator* SoG: SoL/SoR:	Number of Positions	1 SoG, 1 SoL/SoR- Determined by Instructional Leadership Team, report to Academic Director
	Responsibilities	<ul style="list-style-type: none"> • Create and facilitate an Equity Team in the Nova community • Review structures for outreach and support to parents and families to promote positive school/family relationships and enhance student learning. • Training with DDI leads and Dean of Students to analyze student performance and discipline data in order to recommend interventions to appropriate stakeholders.
	Stipend	\$1000—\$500 Paid in January and June

NHS Advisors:	Number of Positions	2 position total SoR
	Responsibilities	<ul style="list-style-type: none"> • Model and hold students accountable to the four pillars of NHS (character, leadership, scholarship, and service). • Guide NHS members through the process of developing an idea to an outcome that engages with the school community or community at large.

		<ul style="list-style-type: none"> ● Foster leadership in students ● Follow the National NHS bylaws regarding all aspects of running the Nova chapter. ● Assist members in planning a fall induction ceremony and hosting the event. ● Attend committee and large group meetings and participate in NHS-sponsored events. ● Train student tutors to serve as peer tutors and facilitate the peer tutoring process throughout the year. ● In collaboration with administration, identify students to invite to peer tutoring and communicate with the student and family about tutoring placement.
	Application Process	Complete Google Form from Academic Director Due June 7, 2024
	Stipend	\$1,000—\$500 Paid in January and June