



New Millennium Secondary School

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2023-2024 NMSS Lead Teacher Job Description & Responsibilities

Job Description:

- One of most influential members within New Millennium having a deep understanding of how to teach students effectively and inspire other colleagues with this knowledge.
- Collaborating with a team of teachers and administrators.
- Excellent leader who helps other teachers improve teaching skills and educational processes and the ability to provide colleagues with honest, constructive criticism.

Job Responsibilities:

- Evaluate student progress by analyzing all interval benchmarks including the CAASPP Testing.
- In charge of operating and monitoring the NWEA Benchmarks
- In charge of operating and monitoring the THINKCerca Benchmarks
- Track academic performance by meeting with individual teachers and group learning communities during professional development.
- Observe, guide and mentor other members of the teaching staff.
- Provide feedback regarding teacher performance using observation form(s) to administrators.
- Monitor student progress on an individual level and the overall classroom academic climate.

- Assist administrator in the WASC Process and Oversight Process.
- Work with SPED regarding PLP and documentation for student improvement and areas of growth.
- Lead Professional Development Meetings involving data collection and analysis.