

Lead Teacher Job Description

Newburgh Enlarged City School District

Role Overview

The Lead Teacher is a pivotal instructional leadership position that bridges the gap between district-level curriculum initiatives and classroom execution. This role serves as a mentor, facilitator, and strategic partner to School Building Leaders, ensuring that high-quality, standards-aligned instruction is delivered consistently across all grade levels and departments.

Key Responsibilities

1. Core Curricular Leadership & Collaboration

The Lead Teacher is required to participate in Core Curriculum Meetings. These sessions are designed to strengthen instructional coherence and ensure that building-level priorities align with district goals.

- **Instructional Alignment:** Monitor progress on curriculum pacing, standards coverage, and the implementation of district curriculum maps and assessments.
- **Data-Driven Decision Making:** Analyze student performance data (e.g., i-Ready, Regents, formative assessments) to identify trends, strengths, and gaps and discuss with teachers during planning meetings and department meetings.
- **Action Planning:** Collaborate with School Building Leaders to develop actionable steps for addressing instructional concerns and student achievement gaps.
- **Intervention Oversight:** Review AIS/MTSS data and progress monitoring to coordinate tiered supports and ensure consistency across content areas.

2. Professional Development & Capacity Building

- **Summer Institute Participation:** Lead Teachers are required to participate in the Summer Institute, engaging in advanced professional learning, curriculum planning, and leadership development before the start of the academic year.
- **Turnkey Training:** Identify professional development needs within the department/grade level and lead "turnkey" sessions to share effective practices and district updates with colleagues.
- **Peer Support:** Share effective instructional strategies and provide resources to support the professional growth of team members.

3. Communication & Liaison

- **Team Representation:** Act as the primary voice for their grade level or department (ELA, Math, Science, Social Studies, ENL, World Language, or Special Education).
 - **Feedback Loop:** Communicate instructional successes, challenges, and resource needs from the teaching staff to the administration.
 - **Documentation:** Assist in maintaining weekly meeting notes, agendas, and follow-up trackers to ensure accountability and district-level coherence.
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Meeting Structure & Expectations

- **Frequency:** Bi-monthly meeting with building leaders. Monthly meetings with the Director.
 - **Focus Areas:** Instructional alignment, student achievement data, professional learning strategies, and intervention systems.
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Outcome Indicators

Successful performance in the Lead Teacher role is measured by:

- Improved alignment between district goals and building-level instructional practices.
 - Consistent adherence to pacing guides and standards-based instruction across the department.
 - Identifiable growth in student performance through data-driven intervention and enrichment.
 - Enhanced leadership capacity and collaborative culture within the school building.
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Qualifications

- Current New York State Teaching Certification.
- Tenured status within the Newburgh Enlarged City School District (preferred).
- Demonstrated expertise in curriculum implementation and data analysis.
- Strong communication, organizational, and interpersonal skills.