

GRADE-LEVEL LEAD TEACHER

The **PURPOSE** of the Grade-Level Lead is to support the collaboration of Grade-Level teams to ensure that:

- Grade-Level teams share a common vision, practice, and language in support of strong classroom culture
- Grade-Level teams are prepared to support important elements of the school's model, including Family Conferences, Defenses, and Exhibitions
- Grade-Level teams analyze data and create plans to address data within a larger [Multi-Tiered System of Support](#) framework
- All students have access to a meaningful advisory program that supports the academic, socio-emotional and college-going goals of the school
- Grade-Level teams engage and collaborate with LC teams to ensure all students have their needs met

RESPONSIBILITIES

Participate in building and maintaining our team's vision through various professional development opportunities and planning meetings:

- Meet weekly with the school leadership team on Mondays (or Tuesdays when there is no school on Monday) to plan upcoming site professional development sessions related to grade-level meetings and coordinate details of upcoming activities.
- Attend end-of-year Leadership Huddle days, Attend beginning-of-year Leadership Huddle days (4 days total)

Grade-Level Leads will:

- Facilitate Grade-Level team time to create a vision for culture based on the school's values and PBIS framework
- Lead Grade-Level Team meetings in support of the school's vision. This could include:
 - Engage in equity conversations
 - Use student-talk protocols
 - Look at data around student engagement and discipline discipline
 - Debrief peer-observations
 - Lead support on student support team (SST) meetings
 - Lead advisory planning for grade levels
- Support logistics of Exhibition planning, Family Conferences, and field trips
- (Depending on school-site context) Lead advisory supports for teachers on your Grade-Level team
 - Revise and distribute plans as necessary (at least monthly is preferable)
 - Lead Grade-level team meetings
 - Lead advisors in tracking advisory progress towards the Portfolio Defense/Capstone Defense
 - Lead professional development for advisors in preparing students for defense and presentations of learning POLs

STIPEND AND TENURE

*\$5,000, paid in two installments (December, June). The position lasts for two school years. Leads may retain their role for up to a two-year tenure, or at the discretion of the principal.