



LEAD TEACHER JOB DESCRIPTION

Job Purpose

To assist the Principal in providing instructional leadership and supervision to ensure high levels of teaching effectiveness and student achievement. The Lead Teacher serves as a mentor, coach, and liaison between administration and instructional staff to support implementation of district curriculum, the Mississippi Department of Education standards, and school improvement initiatives in alignment with Board policies and applicable law.

Knowledge, Skills, and Abilities

- Knowledge of current research-based instructional strategies and differentiated instruction practices.
- Knowledge of school curriculum, the Mississippi College- and Career-Readiness Standards (MCCRS), and state assessment systems.
- Knowledge of best practices in instructional leadership, program evaluation, and staff supervision.
- Knowledge of data management systems, student assessment analysis, and action plan development.
- Knowledge of applicable federal and state laws and accreditation standards related to education.
- Ability to analyze and interpret student performance data to guide instructional decisions.
- Ability to model effective teaching strategies and classroom management techniques.
- Ability to lead Professional Learning Communities (PLCs) and facilitate collaborative planning.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and manage competing priorities.
- Ability to establish and maintain cooperative working relationships with staff, students, parents, and community stakeholders.
- Ability to engage in continuous professional growth and self-evaluation.

Minimum Qualifications

- Bachelor's Degree in Education (Master's Degree in Curriculum and Instruction or Educational Leadership preferred).
- Valid Mississippi Educator License.
- Minimum of five (5) years of successful classroom teaching experience.
- Documented evidence of effective instructional performance.
- Administrator License (486) or endorsement preferred.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Assists the Principal in the development, implementation, and evaluation of instructional programs aligned with district goals and state standards.
- Provides instructional leadership by modeling effective teaching practices and supporting curriculum implementation.
- Facilitates and leads Professional Learning Communities (PLCs) focused on student achievement and instructional improvement.
- Analyzes student performance data and collaborates with teachers to adjust instructional strategies and interventions.
- Mentors and coaches new and experienced teachers through observation, feedback, and professional support.

- Assists in ensuring compliance with Board policies, accreditation standards, and state and federal regulations.
- Supports the coordination of assessment programs and maintains testing security procedures.
- Promotes a safe, positive, and student-centered learning environment.
- Encourages parental involvement and effective communication between school and home.
- Assists in staff supervision and evaluation in accordance with the district's evaluation system and provides recommendations for professional growth.
- Participates in leadership team meetings and contributes to school improvement planning.
- Assists in budgetary planning related to instructional resources and program needs.
- Performs other job-related duties as assigned by the Principal or Superintendent designee.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Principal

Supervises: Instructional Staff and assigned school personnel as directed by the Principal

Terms of Employment: Contract / 200 Days

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date