JOB DESCRIPTION

TITLE: Master Teacher

QUALIFICATIONS:
1. Master’s Degree in relevant academic discipline (preferred).
2. At least five years of successful teaching.
3. For teachers currently in TAP schools, exemplary evaluation scores on the TAP instructional rubric.
4. Demonstrated expertise in content, curriculum development, student learning, test analysis, mentoring and professional development, as demonstrated by an advanced degree, advanced training and/or career experience.
5. Student data that illustrates the teacher’s ability to increase student achievement through utilizing specific instructional interventions.
6. Instructional expertise demonstrated through model teaching, team teaching, video presentations and student achievement gains.
7. Classroom demonstrations and external observations.
8. Proof of contribution to profession, such as research, publications, university teaching, presentations and awards.
9. Excellent communication skills and an understanding of how to facilitate growth in adults.

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL: To provide teachers on site professional development during the school day and to conduct classroom observations and teacher conferences. While the master teacher is modeling/teaching, the requirements of the teacher job description must be utilized.

LEADERSHIP TEAM PARTICIPATION
The master teacher assumes an active role as a member of the school leadership team:
1. To analyze school-wide data as the basis for developing a school plan.
2. To develop School Improvement Plan (SIP)/school academic achievement plan, utilizing the TAP processes.
3. To create a school assessment plan.
4. To monitor goal setting, activities, classroom follow-up and goal attainment for cluster groups and for teacher growth plans.
5. To assess teacher evaluation results and maintain inter-rater reliability.
6. To work with other members of the leadership team and mentors, if assigned.
7. To Participate in all TAP trainings and become a certified TAP evaluator.
8. To attend professional development meetings.
9. To work an expanded calendar year.

CLUSTER GROUP PLANNING AND IMPLEMENTATION
As a cluster group leader, the master teacher will be responsible for:
1. Developing long-range cluster plans, weekly cluster group meeting records and activities with other members of the leadership team.
2. Conducting appropriate field testing of strategies/interventions before presenting to cluster members.
3. Overseeing the planning, facilitation and follow-up of cluster group meetings during professional growth blocks.
4. Providing appropriate follow-up in the classroom.
5. Overseeing groups of teachers in developing goals, providing instructional interventions with proven results, facilitating teacher proficiency with new strategies through classroom-based follow up, and ensuring that the progress of teacher skill development is aligned with changing student learning needs.

EVALUATIONS/CONFERENCING
The master teacher will conduct classroom observations/evaluations using TAP instructional rubrics and conferences with the classroom teachers.

CLASSROOM FOLLOW-UP
The master teacher will provide support in the form of observation/feedback, model teaching, demonstration lessons and/or team-teaching following cluster learning, including assistance and coaching toward meeting teacher’s individual growth plan goals.

SCHOOL IMPROVEMENT
The master teacher will take an active role in building-level decision-making by:
1. Participating in grade level and subject area curriculum planning and evaluation.
2. Serving on task forces and decision making committees when appropriate.
3. Implementing the School Improvement Plan.

The master teacher will assist in creating partnerships with parents/caregivers and colleagues by providing support to:
1. Provide clear and timely information to parents/caregivers and colleagues regarding school expectations and ways they can assist learning.
2. Encourage parents/caregivers to become active partners in their children’s education and to become involved in school and classroom activities.
3. Seek community involvement in instructional program.

PROFESSIONAL DEVELOPMENT
While the master teacher is expected to come to the position with a high level of knowledge, the master teacher will be expected to work with the director, other master teachers, and/or district consultants/supervisors to enhance skills and be able to provide the teachers assigned to them the best instructional interventions and strategies.

PROFESSIONAL RESPONSIBILITIES
1. Functions professionally and harmoniously with parents, school personnel, and students.
2. Maintains accurate, complete, and correct records as requires.
3. Provides for communication with students and parents outside the instructional day as determined by administrative policy.
4. Performs class and duty assignments dependably and punctually.
5. Accepts constructive criticism as an evaluative element of professional and instructional improvement.
6. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system’s goals.
7. Reports job-related injuries within 48 hours of work accident to the immediate supervisor.
8. Develops and implements an Individual Growth Plan based on CLU requirements, the School Improvement Plan and the previous year’s observation and evaluation recommendations.
10. Performs other duties as assigned by the proper authority.

**PROFESSIONAL ETHICS**
- Maintains good attendance.
- Reports to work on time.
- Adheres to parish dress code.
- Promotes harmony between: teachers, students, teacher and student.
- Accepts and supports school administration decisions.
- Displays professional ethics on and off duty.
- Maintains a positive attitude of promoting school and community relations.
- Fosters good public relations.
- Participates in harmonious working relationship with peers, parents and community members.
- Adheres to the Madison Parish School Board’s Sexual Harassment Policy to be found at File: GAEAA.

**TERMS OF EMPLOYMENT:** Nine months

**EVALUATION:** All certified and other professional personnel are evaluated in writing each year.

**APPROVED:**_________________________DATE________

**APPROVED:**_________________________DATE________

**REVIEWED AND AGREED TO:**________________DATE________