

Allen Parish School Board Master Teacher

The primary role of the master teacher is, with the principal, to analyze student data and create and institute an academic achievement plan for the school. Master teachers lead cluster groups and provide demonstration lessons, coaching and team teaching to career teachers. They collaborate to determine and to develop the adoption of learning resources. They also partner with the principal in evaluating other teachers.

Basic Job Responsibilities:

- Leadership Team Participation
 - Some of the responsibilities a master teacher has as a member of this team are to:
 - analyze student data to identify student learning goals
 - partner with the Principal to develop a school academic achievement plan
 - create a school assessment plan
 - monitor goal-setting, activities, classroom follow-up and goal attainment for cluster groups
 - assess teacher evaluation results
 - maintain inter-rater reliability.
- Research/Field-Testing
 - Master teachers are responsible for identifying research-based strategies that will enhance student achievement in the area of student need as revealed by the analysis of data. Selected strategies are field tested to determine their impact on student achievement. The field-test process includes:
 - making necessary modifications
 - determining appropriate sequencing/segmenting
 - identifying necessary critical attributes to ensure their effective transfer from cluster to classrooms.
- Cluster Group Planning and Implementation
 - As a cluster group leader, the master teacher is responsible for:
 - developing the long-range cluster plan in support of Principal goals for the school
 - weekly cluster group meeting records, and activities with other members of the leadership team
 - overseeing and leading, co-leading or attending selected cluster meetings weekly following the STEPS for Effective Learning
 - providing appropriate follow-up in the classroom
 - assessing all cluster groups' progress toward goals.
- Individual Growth Plans
 - The master teacher oversees groups of teachers in developing goals, provides instructional interventions with proven results, facilitates teacher proficiency with these new strategies through classroom-based follow-up, and ensures that the progression of teacher skill development is aligned with changing student learning needs.
- Evaluations/Conferencing
 - The master teacher conducts classroom evaluations and conferencing for both announced and unannounced observations.
- Classroom Follow-Up
 - The master teacher provides support following every cluster meeting (e.g., observation/feedback, model teaching, demonstration lessons and team teaching following every cluster meeting and in individual teacher mentoring situations).

Qualifications

Master teachers are required to have substantially more experience in curriculum development, professional development and mentoring than traditional teachers. They must represent the “gold standard” in teaching and serve as a role model to all other instructional staff. Master teachers should have at least five years’ experience and a proven track record in increasing student achievement. Finally, master teachers need to be excellent communicators with students and adults alike.

The following qualifications are desired:

- At least five years of successful teaching as measured by performance evaluations, promotions and portfolio of work
- Demonstrated expertise in content, curriculum development, student learning, data analysis, mentoring and professional development, as demonstrated by an advanced degree, advanced training and/or career experience
- Student data that illustrates the teacher’s ability to increase student achievement through utilizing specific instructional interventions
- Instructional expertise demonstrated through model teaching, team-teaching, video presentations and student achievement gains
- Classroom demonstrations and external observations
- Excellent communication skills and an understanding of how to facilitate growth in adults

Evaluation

The principal and/or district coordinator will evaluate master teachers through announced and unannounced observations on an ongoing basis. Mentor and career teachers will also participate in master teacher evaluations by completing the responsibilities survey at the end of every school year.