

## **Position Description**

### **Lead Teacher**

Lead teachers work with the Instructional Coach and other staff to design, implement, and support the educational program of The Odyssey School in a manner that is true to the principles of Expeditionary Learning and the mission and vision of the school. Primary responsibilities include:

### **Primary Responsibilities**

#### **1) Learning Expeditions**

- Design, develop, document, and evaluate one to two learning expeditions per year aligned with the core elements of the learning expedition framework:
  - a. Standards - local, state, and national standards are addressed through content, projects, products, and guiding questions;
  - b. Compelling topics and enduring understandings - foster expeditions rich in content and motivate students to become experts, to generalize to big ideas, and to experience how depth leads to breadth;
  - c. Guiding questions - guiding questions are addressed throughout the expedition;
  - d. Fieldwork – well-planned fieldwork builds curiosity and background knowledge;
  - e. Student products - products are designed to motivate and demonstrate student understanding of expedition content and skills, requiring students to grapple with the expedition’s big ideas and guiding questions via in-depth investigations;
  - f. Service - Service learning is an integral part of many expeditions’ investigations and products, and meets an authentic community need;
  - g. Assessment. – a variety of assessment is used throughout the expedition to determine how students are meeting standards and portfolio requirements;
  - h. Documentation – each expedition is documented in LEO for future use.
- Works with other lead teachers to review and critique their expeditions.
- Plans with studio arts coordinator to integrate studio work into ongoing expeditions.

#### **2) Active Pedagogy**

- Consistently use instructional practices that are engaging and promote equity and high expectations through:
  - a. Effective instructional practices are utilized to make the rich content of expeditions come alive, ensure that all students think and participate, and allow the teacher to know all students and their thinking well;
  - b. Reading and writing K-8 across the disciplines - comprehension strategies are taught from kindergarten through middle school to convey the idea that reading and writing is all about making meaning;
  - c. Utilizes inquiry-based approaches - learning involves understanding concepts, grasping procedures, and applying them to real-life contexts. Expeditions are taught using inquiry-based manner that focuses on big ideas, guiding questions and high quality student work.
- Utilize effective assessment practices to analyze student work and evidence of student thinking to understand learning and to shape instruction.
- Help students understand, reflect on, and take responsibility for their own learning.
- Work with Special Education staff to meet needs of students with IEP’s, ILP’s, 504’s, and other educational concerns.
- Communicate effectively with parents as to student achievement both via tri-annual reports as well as ongoing phone calls and in-person meetings. Student reports are turned in on time.

#### **3) Culture and Character**

- Commitment to character is fostered through challenging academic work, service, and the expectation that students are courteous, respectful, and compassionate. Lead teachers:
  - a. Build school culture and foster character through practices that bring the community together, promote shared understanding, and encourage all community members to become crew, not passengers;
  - b. Ensure equity and have high expectations by creating and adapting structures to ensure that all students have access to comprehensive and challenging curriculum;
  - c. Promote adventure and fitness by establishing a spirit of adventure, academic and physical challenge that pushes students to pursue excellence and assume responsibility for their own learning;

- d. Develop a professional community by sharing expertise, improving the school's program, building background knowledge in their disciplines, and modeling collaborative learning for students.
- Foster a safe, respectful, and orderly community by communicating clear expectations for students' conduct, and utilizing practices that encourage students to take responsibility for their actions, learning, and shared space.
- Make use of effective classroom management practices and communicate with parents as to behavioral issues as they arise.
- Make families welcome, know them well, engage them actively in the life of the school, and communicate regularly with them.

#### **4) Adventure**

- Works with Adventure Coordinator to schedule, plan, and implement 2 camping trips per year, as well as a variety of Adventure days throughout the year.
- Supports adventure program by helping to recruit parents to serve as staff on adventure trips.
- Ensures that all permission slips are signed by parents to allow students to participate in adventure trips.

#### **5) Professionalism & School Leadership**

- Participate in strong professional culture that is sustained via collective leadership and action.
- Observe and support the Odyssey staff community courtesies.
- Identify areas for personal professional development and take responsibility to research or ask for staff development opportunities to develop these areas.
- Regularly attend and participate in Staff Council and Professional Development meetings. Avoid scheduling conferences, medical appointments, etc. during these times.
- Use appropriate trip forms and follow expected timelines and checklists.
- Respond to requests for feedback and/or information in a timely manner.
- Participate on at least one staff committee.
- Be prompt for school, meeting and supervision responsibilities.
- Actively support school goals including character values and development, the literacy program, Passages, safety policy, Design Principles, etc.

#### **6) Supervision**

- Effectively supervise any teaching assistants, AmeriCorps Volunteers, and other volunteers to support and improve instruction, character development, and crew culture for all students.
- Provide oral and written performance appraisal at year-end for any assigned teaching assistant.

Lead teachers are supervised by the Executive Director.