



Littleton Elementary School District Position Description

TITLE: Master Teacher

CLASSIFICATION: Exempt

REPORTS TO: Site Administration

SUPERVISES: Other teachers

QUALIFICATIONS:

- Master's Degree in relevant academic discipline or National Board Certification
- Doctorate degree in relevant academic discipline desired
- At least five years of successful teaching as measured by performance evaluations, promotions and portfolio of work
- For teachers currently in TAP schools, exemplary evaluation scores on the TAP Rubrics
- 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
- Proof of contribution to profession such as research, publications, university teaching, presentations and awards
- Excellent communication skills and an understanding of how to facilitate growth in adults

GENERAL STATEMENT OF RESPONSIBILITIES: Master Teacher's function in a unique manner relative to the traditional teacher. Their primary role 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 also spend, on average, two hours per day teaching students. Master teachers collaborate to determine and to develop the adoption of learning resources. They are partners with the principal in evaluating other teachers. Master teachers may also partner with the principal in sharing some of the responsibility of interacting with parents.

- Analyze school-wide student data as a basis for developing a school plan
- Develop the school plan utilizing the TAP processes
- Oversee planning, facilitation and follow-up of cluster group meetings during Professional Growth Blocks

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- Team teach with colleagues, demonstrate model lessons, and develop and help implement curriculum
- Observe and provide peer assistance and coaching toward meeting teachers; IGP Goals
- Evaluate teacher performance using the TAP Rubrics and conduct follow-up teacher conferences
- Participate in all TP trainings and become a Certified TAP Evaluator
- Attend professional development meetings
- Work an expanded school year

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment with frequent use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board

EVALUATION: The principal, TAP director and other master teachers will evaluate master teachers through announced and unannounced observations on an ongoing basis. (*See TAP Evaluation and Compensation Guide.*) As well, mentor and career teachers will participate in master teacher evaluations.