

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **LEAD TEACHER**

**Policy Reference: EL-1.2**

**Reviewed by Committee: November 29, 2022**

Under the direction and supervision of the Superintendent, the Lead Teacher will work out of the Division office. The essential role of the Lead Teacher is to provide leadership in the development and implementation of curriculum-based program and learning initiatives in support of the Lakeshore Education Plan. The Lead Teacher spends most of their time on-site in schools and classrooms.

#### **RESPONSIBILITIES and DUTIES**

**The Learning Consultant will provide leadership and support as follows:**

- 1.1. Implement the division Education Plan with primary emphasis on Literacy, Numeracy and Assessment.
- 1.2. Design, deliver, and arrange professional learning opportunities to support student learning.
- 1.3. Consult with schools in the process of evaluation, acquisition and implementation of learning resources for Literacy, Numeracy and Assessment.
- 1.4. Work directly with teachers to enhance instructional practice based on Division-approved frameworks.
- 1.5. Model and plan for appropriate teaching and learning strategies through in-class demonstrations, co-teaching, and/or collaborative planning with teachers.
- 1.6. Manage provincial, divisional and school-based assessments and reporting initiatives.
- 1.7. Participate in division Leadership Team and other division-based meetings related to teaching and learning.
- 1.8. Liaise with Manitoba Education personnel in the support of division plans.
- 1.9. Research current practice and methodologies related to Literacy, Numeracy, and Assessment, and share with staff.
- 1.10. Attend workshops and meetings relevant to the scope of the position.
- 1.11. Consult with school teams in the pursuit of divisional literacy and numeracy outcomes and indicators.
- 1.12. Develop presentations, reports and/or articles related to the scope of the position.
- 1.13. Manage Department grants as assigned.

- 1.14. Support divisional Library services and TRC.
- 1.15. Perform other similar and related duties as may be assigned by the Superintendents.