

Multi-Classroom Leader (Opportunity Culture)

Job Description



Job Title: Multi-Classroom Leader

FLSA: Exempt

Reports to: Campus Principal

Pay Grade: Teacher Scale (*plus stipend)

Dept./School: Assigned Campus

Calendar Days: 187

Contract: Probationary/Term

Revised: 2.23.2023

Primary Purpose

The multi-classroom leader (MCL) leads a small team of teachers, paraprofessionals, and/or teaching residents in the same grade or subject to meet the MCL's standards of excellence. MCLs establish each team member's roles and goals at least annually, determine how students spend time, and organize teaching roles to fit each teacher's strengths, content knowledge, and professional development goals. The team uses the MCL's methods and tools. The MCL co-plans, co-teaches, models, coaches, and gives feedback. The MCL also teaches students part of the time, in most cases. The MCL organizes the team to analyze student-learning data and change instruction to ensure high-growth learning for every child. The MCL collaborates with the team, using the team's ideas and innovations that the MCL agrees may improve learning. The MCL is fully accountable for learning and development of all students taught by the team members.

Qualifications

Education/Certification:

- Bachelor's degree from an accredited college or university
- Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Special Knowledge/Skills:

- Knowledge of subject matter being taught
- Evidence of high student academic outcomes
- Experience successfully leading and managing a team of adults to accomplish goals
- Experience in providing support; previous mentoring, coaching abilities
- Demonstrated effectiveness working with people who have differing cultural backgrounds and/or personal characteristics, including race, religion, gender, sexual orientation, or economic differences. Preference given for experience working successfully with those of similar demographics to the desired school placement.

Experience:

- Minimum three (3) years successful teaching experience

Major Responsibilities and Duties

Planning and Preparation

1. Set high expectations of achievement that are ambitious and measurable for all students taught by team

Multi-Classroom Leader (Opportunity Culture)

Job Description



2. Establish methods and create instructional tools and materials that team teachers use in all classrooms
3. Set direction, verbally and with tools and materials, that clarify content and teaching process
4. Lead team to:
 - plan backward to align all lessons, activities, and assessments
 - design instruction that is enriched (developing higher-order thinking skills) and personalized (reflecting learning levels and interests of individual students)
 - design assessments that accurately assess student progress

Classroom Environment

5. Lead team to:
 - hold students accountable for high expectations of behavior and engagement that are ambitious and measurable
 - create physical classroom environments conducive to collaborative and individual learning
 - establish a culture of respect, enthusiasm, and rapport

Instruction

6. Lead team to:
 - hold students accountable for ambitious, measurable standards of academic achievement
 - identify and address individual students' social, emotional, and behavioral learning needs and barriers
 - identify and address individual students' development of organizational and time-management skills
 - invest students in their learning using a variety of influence techniques
 - incorporate questioning and discussion in teaching
 - incorporate small-group and individual instruction to personalize and tailor instruction to individual needs
 - monitor and analyze student assessment data to inform enriched instruction by teacher communicate with students and keep them informed of their progress

Professional Responsibilities

7. Solicit and eagerly receive feedback from supervisor, team members, to improve professional skills
8. Lead team to maintain regular communication with families, and work collaboratively with them to design learning both at home and at school, and to encourage a home life conducive to learning success
9. Organize and schedule team time to ensure alignment of instructional vision and delivery in all classrooms, and to troubleshoot students' persistent learning challenges

Multi-Classroom Leader (Opportunity Culture) Job Description



10. Determine how students spend instructional time based on instructional skills and content knowledge of teachers in team
11. Allocate instructional process elements (lesson planning, large-group instruction, small-group instruction, individual interventions, data analysis, grading, etc.) among team of teachers based on teacher strengths, content knowledge, and professional development goals
12. Allocate non-instructional administrative duties among team of teachers
13. Model instructional tasks to aid team development
14. Clarify and adjust team members' roles and provide feedback, developmental advice, and assignments to develop their effectiveness
15. Coach team members for potential role changes, and for increasing job opportunities for team teachers who are ready to advance (to new or more complex roles)
16. Participate in professional development opportunities at school

Responsibilities for MCLs hosting Teacher Residents (TR)

All MCL applicants should be prepared to take on the following responsibilities of resident mentorship.

17. Mentor a TR for the entire school year
18. Establish a positive working relationship with TR
19. Include TR in team planning time and establish consistent 1:1 planning time with TR
20. Provide TR all lesson materials in advance and review (and potentially rehearse) TR planned lessons
21. Clearly communicate expectations
22. Regularly model effective instructional practices for TR (and all team members)
23. Establish planning responsibilities with the TR and support/scaffold them in their understanding of core content areas
24. Co-plan, co-teach, debrief, problem solve, and coach TR regularly
25. Support TR in leading small group and whole group instruction
26. Complete observations and provide specific and timely feedback to TR (target: 2 times per week)
27. Include TR in school-based professional development

Multi-Classroom Leader (Opportunity Culture)

Job Description



- 28. Participate in Site Coordinator-led professional development
- 29. Allocate non-instructional administrative duties among team teachers, keeping in mind the developmental needs of TRs and providing ample time for them to develop teaching skills
- 30. Solicit and eagerly receive feedback from Site Coordinator to improve professional skills

Professional Growth and Development

- 31. Attend and participate in appropriate professional development activities to improve job-related skills
- 32. Attend and participate in faculty meetings and serve on campus staff committees as required
- 33. Actively pursue a long-range program of professional growth; continually seeking self-improvement
- 34. Participate in professional organizations and disseminate ideas and information to appropriate staff

Other

- 35. Comply with policies established by federal and state law, State Board of Education rule, and local board policy
- 36. Comply with all district and campus routines and regulations
- 37. Perform other duties as assigned by the building principal

Evaluation

The Multi-Classroom Teacher's evaluation is a responsibility resting with principal. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

**Stipend for Multi-Classroom Leader - \$8,000 annually*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.