

North Dakota Systemwide Literacy Improvement

Lead Teacher Role Guidance

The lead teacher role is specific to ensuring literacy grant goals are set and carried out. This role should be awarded to a teacher with leadership persuasion and a demonstrated record of initiative follow-through. This person will be responsible for collaborating with administration to communicate with staff and monitor the team's literacy improvement work.

The lead teacher(s) at an NDSL district will be expected to work with administration to do the following:

- Lead literacy team meetings
 - Set yearly goals for literacy work
 - Lead the local literacy plan writing
- Participate in audit interviews and post audit share out
- Schedule and attend update and technical assistance meetings with NDDPI at least twice a year
- Attend trainings and professional development
- Help lead follow up and fidelity checks for work completed through the grant

Other duties *may* include:

- Attend curriculum review training and lead a team in choosing a new reading curriculum for elementary (if audit determines this step is needed)
- Lead team selection of supplemental pieces for reading curriculum (if audit determines this step is needed)
- Lead or organize book studies
- Meet with fellow teachers to support fidelity and continuous improvement
- Participate in North Dakota Literacy Coaching Cadre offerings to support professional learning

Things to keep in mind when choosing a lead teacher:

- Chosen teacher will commit time and effort to the work and will be compensated \$5,000 a year through awarded grant funds for the work
- If possible, the lead teacher assignment should stay consistent through the life of the grant
- Chosen teacher may have to attend an occasional training or meeting during the school day; grant funds may be used for substitute compensation

Please note, if lead teacher role is assigned to someone who is not a teacher with a classroom assignment, the grant funds will not support a stipend for this work. (Example: an administrator)