

**HOSTS LEAD TEACHER**

**JOB DESCRIPTION**

**MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To provide instructional development to the HOSTS Instructors.

**PERFORMANCE RESPONSIBILITIES:**

1. Collaborates regularly with the HOSTS Lead Teachers, Curriculum Coordinator, and HOSTS Instructor to continually improve the curriculum and instruction of the HOSTS program.
2. Plans and teaches weekly lessons to HOSTS students.
3. Models instructional strategies for HOSTS Instructors and debriefs on student learning.
4. Develops individual Language Arts plans for each student based on assessments by specifying needs, materials, and activities appropriate for teaching those needs.
5. Plans all activities that are needed for instructional materials, and supports HOSTS Instructors in implementing those activities with mentors.
6. Interprets mentors' comments and supports the HOSTS Instructors in incorporating them into plans for the child's next session.
7. Provides ongoing feedback to HOSTS Instructors on program implementation and student progress.
8. Communicates with teachers and administrators to ensure alignment of HOSTS program with curriculum standards, student needs, scheduling of tutoring sessions, and discuss student progress.
9. Oversees the maintenance of data and records on HOSTS students and evaluation of the HOSTS program.
10. Attends scheduled District HOSTS meetings.
11. Collaborations with the HOSTS Lead teachers, Curriculum Coordinator, and Instructors to organize and facilitate volunteer recognition.
12. Supports HOSTS Lead Teachers and Instructors in marketing, recruitment, and training of HOSTS mentors as needed.

13. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: January 2016