



DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

2024-2025 School Year

POSTING DATE: January 3, 2024

CLOSING DATE: January 12, 2024 or until filled

POSITION TITLE: **Instructional Lead Teacher (ILT)- Middle School**

PRIMARY FUNCTION: To provide support and assistance to classroom teachers in the areas of reading and/or math to enhance student achievement.

REQUIREMENTS:

Certification/License: T-4, T-5 preferred

Experience: Three or more years of successful teaching

Physical Activities: Routine physical activities that are required to fulfill job responsibilities.

Proficient Skills: Written and oral communication skills, knowledge of state and federal assessment and accountability requirements, Interpersonal Skills, Microsoft Office skills

Reports to: School Principal

Annual Work Schedule: 10 Months with 5 additional work days

Essential Duties	
1.	Provides support and assistance to all core classroom teachers in the implementation of Georgia Standards of Excellence.
2.	Conducts model lessons to ensure that all teachers have been trained to an advanced level of delivery and are using a varied instructional resources (i.e. Georgia Frameworks, Learning Focused Framework, etc.) to support curriculum implementation.
3.	Provides on-site professional development to ensure that teachers are knowledgeable about effective implementation of Georgia Standards of Excellence.
4.	Assists teachers in facilitating an engaging classroom environment that meets the needs of all learners and their varied learning styles.
5.	Conducts classroom observations and provides timely feedback with “next steps” for teachers.
6.	Provides additional support for the teachers with (1) high failure rates, (2) who have difficulty with effectively teaching the curriculum.
7.	Serves as a resource in identifying appropriate research and/or evidence –based instructional strategies and interventions to improve student achievement for all students including English Learners, students with disabilities, and other students with diverse learning needs.
8.	Assists teachers in planning and/or co-planning to meet the differentiated needs of all students.
9.	Facilitates collaborative grade level meetings and/or content meetings to assist in the analysis and utilization of formative and summative assessment data to improve student achievement.
10.	Meets regularly with the teachers and leadership team to analyze and disaggregate assessment data and to assess the

outcomes of goals established by grade level and/or content-level teams.
11. Prepares forms, records and reports as directed.
12. Attends staff meetings, district and/or state meetings as directed.
13. Organizes and provides workshops to support parents in helping children at home and to inform them of school curriculum and programs that are being implemented.
14. Conducts conferences with parents regarding student performances on standardized testing as requested.
15. Maintains documentation and achievement data on student progress
16. Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.
17. Performs other related duties, non-administrative, as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

APPLICATION PROCEDURES:

External Applicants: Apply online through TeachGeorgia (www.teachgeorgia.org). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by January 12, 2024.

Current Employees: A letter of interest, resume and a list of three references with address and phone numbers.

Email your application materials to Human.Resources@dcssga.org by January 12, 2024.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.