

Lead Teacher Roles and Responsibilities

Kids for Camp 2012

Goal:

To collect measurable data on targeted objectives for each camper in your classroom, while maintaining a structured setting that promotes learning for both students and instructors under your supervision

To achieve this goal you will:

- Design classroom activities to support goals and objectives for each camper.
- Evaluate instructors in your classroom, following all personnel policies and procedures as outlined by API.
- Empower and support instructors in your class, modeling instructional techniques and behavioral strategies.
- Manage appropriate collection of data by classroom instructors to be given to lead coach weekly.
- Write concise, clear reports for lead coach and campers' families.
- Communicate with instructors and parents about camper progress, daily activities.
- Oversee instructor attendance logs.
- Inform lead coach of any instructor absences within your classroom.
- Perform other jobs and duties on request as needed.

Instructor Roles and Responsibilities

Goal:

Using techniques learned in training, implement teaching strategies to achieve targeted objectives for your assigned students, as well as keeping accurate data on progress.

To achieve this goal you will:

- Support lead teacher in the design of classroom activities to support goals and objectives for each camper.
- Obtain accurate data on targets for each camper under your supervision.
- Participate in all classroom activities and field trips.
- Communicate with lead teacher about camper progress.
- Perform other jobs and duties on request as needed.