



Union County Public Schools
Certified and/or Instructional Support Job Description

POSITION TITLE: Master Teacher	TERM OF EMPLOYMENT: 10 Month
DATE: 11/2/2017	DATE OF LAST REVISION: 6/11/2025
FLSA EXEMPTION STATUS: EXEMPT	PAY GRADE: Teacher Scale

JOB SUMMARY: Master teachers are recognized Effective or Highly Effective teachers that serve as a professional learning leader. Master Teachers will build capacity at the schools by enhancing the instructional practices and skills of the teachers necessary for student for student academic success. The Master Teacher will report directly to the building principal.

ESSENTIAL JOB FUNCTIONS	
1.	Partner with classroom teachers and help lead Professional Learning Community meetings to provide job- embedded professional development opportunities.
2.	Work closely with individual school administrators to determine the appropriate topics and areas for additional knowledge and skill development for educators.
3.	Engage in reflective practices individually and with others to develop and strengthen the knowledge, skills, and dispositions necessary of an effective teacher leader and instructional coach.
3.	Utilize student testing and related data to identify student strengths, weaknesses, instructional needs, and learning goals to improve academic achievement.
4.	Partner with teachers at the school site to demonstrate model lessons and instructional best practices and to advance teachers' knowledge of the North Carolina standards.
5.	Design and deliver research-based professional development informed by student-level data and results from the evaluation system.
6.	Oversee groups of teachers in developing goals, provide instructional interventions with proven results, facilitate teacher proficiency with new strategies through classroom-based follow-up and data collection, and ensure that the progression of teacher skill development is aligned with changing student learning needs.
7.	Support the development of a repository of teaching and coaching resources through the creation of exemplary teaching and coaching videos and tools.

DUTIES & RESPONSIBILITIES	
	List most important duties first
1.	Support teachers through classroom observations, goal setting, strategic planning, feedback, and self-reflection.
2.	Build instructional capacity to support UCPS reform initiatives.
3.	Support the teacher with growth and improvement related to the NC Professional Teaching Standards
4.	Work with teachers in assigned school in instructional coaching cycles to utilize district curriculum; resources and assessments; plan instruction; establish a positive climate that supports learning; and continually assess instruction.
5.	Other related duties as assigned.



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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS	
Minimum Qualifications	Desirable Qualification
<ul style="list-style-type: none"> <input type="checkbox"/> Hold a Bachelor’s degree in Education from a four-year college or university. <input type="checkbox"/> Meet all North Carolina Department of Public Instruction certification requirements <input type="checkbox"/> Have a minimum of five years effective teaching experience, as measured by EVAAS where applicable. <input type="checkbox"/> Demonstrate mastery-level instructional practices as measured by an effectiveness rating of Effective or Highly Effective on the NC Educator Evaluation System (NCEES). <input type="checkbox"/> Demonstrate expertise in content, curriculum development, student learning, data analysis, digital learning, and professional development. <input type="checkbox"/> Exhibit experience analyzing and utilizing student data to increase student achievement through specific instructional interventions. 	<ul style="list-style-type: none"> <input type="checkbox"/> Master Degree in Education or related area <input type="checkbox"/> Administration and leadership experience <input type="checkbox"/> Prior teacher coaching and/or mentoring experience

KNOWLEDGE, SKILLS, AND ABILITIES
<p>JOB KNOWLEDGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates preparation and skill in working with students from diverse cultural, economic and ability backgrounds. <input type="checkbox"/> Knowledge of adult learning principles and the ability to build trust with adults. <input type="checkbox"/> Perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. <input type="checkbox"/> Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies <input type="checkbox"/> Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.

<p>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.



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<ul style="list-style-type: none"> ❑ Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
<p>WORK COMPLEXITY/INDEPENDENT JUDGEMENT</p> <ul style="list-style-type: none"> ❑ Schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. ❑ Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. ❑ Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
<p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> ❑ Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. ❑ Problem solving is required to analyze issues and create action plans. ❑ Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things
<p>COMMUNICATION/INTERACTIONS</p> <ul style="list-style-type: none"> ❑ Ability to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.
<p>CUSTOMER RELATIONSHIPS</p> <ul style="list-style-type: none"> ❑ Requires the ability to deal with people beyond giving and receiving instructions. ❑ Must be adaptable to performing under stress and when confronted with emergency situations.
<p>PHYSICAL REQUIREMENTS</p> <p>WORK ENVIRONMENT:</p> <p>Strength: Sedentary/Medium - Exert force 10-40 lbs., frequently; and up to 40 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.</p> <p>Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone/radio. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical traffic setting and use of motor vehicle equipment. Vision to read printed materials and/or signs, a VDT screen, or other monitoring devices.</p> <p>Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.</p> <p>Hazards: Furniture, wheelchairs, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).</p>

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an



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accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.