



Summer 2026
Certified Lead Teacher
(Elementary or Middle Grades)
Job Description

Role Purpose:

The Lead Teacher is the primary academic leader for a scholar group and the person responsible for making learning feel structured, engaging, and achievable every day. Lead Teachers deliver strong instruction, build classroom culture, and ensure scholars experience real growth in skills, confidence, and learning habits across the program. This role also anchors social-emotional learning routines that help scholars build readiness, self-regulation, and positive peer culture.

What You Lead:

- A safe, consistent learning environment where scholars are known and expectations are clear
- Daily instruction that is prepared, purposeful, and responsive to scholar needs
- A classroom team approach by guiding Summer Learning Group Leaders and volunteers within your setting
- Scholar engagement routines that protect learning time and keep learning joyful and rigorous

Core Responsibilities:

Instructional Planning And Delivery

- Plan and facilitate daily instruction aligned to program goals using a wide range of teaching aids and student-centered strategies.
- Deliver lessons that keep scholars participating through hands-on tasks, discussion, small-group practice, and clear checks for understanding.
- Maintain lesson readiness by preparing materials, organizing learning stations, and pacing the day intentionally.
- Provide meaningful feedback to scholars that helps them understand what to improve and how to improve it.

Project-Based Learning And Cross-Team Collaboration

- Support or implement project-based learning experiences that connect academic skills to real tasks and problem-solving.
- Collaborate with grade-level and content-area colleagues to align experiences when the program design calls for cross-disciplinary learning and shared routines.

Social-Emotional Learning Implementation

- Consistently execute daily Social-Emotional Learning (SEL) lessons and routines with fidelity.
- Create a classroom culture where scholars practice responsibility, cooperation, and perseverance in ways that support learning.

Classroom Culture And Scholar Management

- Establish classroom expectations and routines that promote safety, respect, and strong learning behaviors.
- Use proactive strategies to prevent common disruptions and protect learning time.
- Respond to behavior with consistency, calm authority, and a focus on restoring readiness to learn.

Team Leadership In The Learning Space

- Direct and coach Summer Learning Group Leaders and volunteers on how to support instruction, small groups, and routines.
- Provide clear direction so support staff know what success looks like during each time block.
- Ensure the learning space functions as a team environment where adults work together to support scholar growth.

Role Variations By Assignment: The responsibilities above apply to all Lead Teachers. Specific instructional scope depends on assignment.

- **Elementary Lead Teacher (Self-Contained)**
 - *Provides integrated instruction across reading, mathematics, and science.*
 - *Designs or implements project-based learning units that include ELA and math tasks as part of science-based learning experiences.*
 - *Leads a classroom team that typically includes a Summer Learning Group Leader and, when available, a volunteer.*
- **Middle Grades Lead Teacher (Content Lead: ELA or Math)**
 - *Provides instruction in a designated content area (ELA or Math) for approximately 6th–8th grade scholars.*
 - *Collaborates with the middle grades teacher team to align project-based learning experiences, including engineering or science-based projects connected to grade-level PBL units.*
 - *Works with Summer Learning Group Leaders and volunteers to provide small-group supports and consistent routines across sections or grade-level groupings.*

Qualifications And Mindset:

- Current certification issued by GaPSC
- Demonstrated experience teaching in an elementary or middle grades setting (school-year, OST, or summer learning).
- Strong instructional planning habits and the ability to lead learning with clarity and energy.
- Ability to collaborate with other teachers and direct support staff with respect and specificity.
- Commitment to scholar-centered learning and the belief that strong outcomes are built through consistent, high-quality daily execution.

Time: The 2026 program will run from Thursday, June 4th through Thursday, July 2nd with mandatory post planning on Wednesday, July 6th. Mandatory orientation, planning and classroom set-up is scheduled for Wednesday, June 3rd. Staff may be assigned to the Horizons Scholar Assessment Day on Saturday, May 2nd. The program will be closed on Thursday, June 19th.

Pay: Certified Lead Teachers can earn up to \$4,200 (pay adjusted for time away from the program) for pre-training, Scholar Assessment Day/Family Orientation, a four-week program, and post planning.

What is Horizons at Georgia Tech? Horizons at Georgia Tech seeks to help children of limited financial means to find success in school and to set high goals for themselves including high school graduation and participation in post-secondary educational experiences. Horizons is committed to the development of the whole child through experiences that enhance confidence, foster awareness of community responsibility, build problem-solving skills, and encourage a life-long interest in learning. All Horizons students learn how to swim, making them safer and building confidence. We encourage children to take charge of their lives and realize their full potential. Come join our amazing program! For more information on Horizons at Georgia Tech please visit www.horizonsnational.org, www.horizonsatlanta.org or <https://expandedlearning.ceismc.gatech.edu/horizons/about>.

Lead Teacher (Elementary or Middle Grades): Day-To-Day Jobs, Duties, And Responsibilities

Daily Non-Negotiables

- Arrive prepared with lesson materials and the day's instructional plan ready.
- Lead arrival routines and begin learning quickly with clear expectations.
- Deliver academic blocks with strong pacing, engagement strategies, and checks for understanding.
- Implement SEL routines and lessons consistently.
- Assign and direct Summer Learning Group Leaders and volunteers with specific tasks during each block.
- Maintain consistent classroom expectations and address behavior early to protect learning time.
- Support meal routines, transitions, and supervision responsibilities as assigned.
- Support assessment-related needs and remediation transitions as directed.
- End the day with classroom reset routines and brief notes for follow-up.

Weekly And Milestone Duties

- Participate in required planning meetings, team training sessions, and alignment touchpoints.
- Collaborate with colleagues on cross-disciplinary learning when applicable.
- Support required assessments, make-ups, and documentation expectations.
- Contribute to end-of-program reflection, classroom closeout, and materials return.

Rapid-Response Responsibilities (As Needed)

- Adjust instruction when schedule changes, staffing shifts, or scholar needs arise.
- Communicate urgent classroom issues to the Program Director (Site Director) and Academic Coordinator.
- Support scholar regulation and re-engagement using program-aligned routines.