

Role of the Lead Teacher

The Lead Teacher is the designated on-site coordinator for the SABEH Summer Program. The primary responsibilities of the lead teacher are:

1. To maintain effective communication with the host school administration and faculty
2. To ensure that the host's goals for the program are met
3. To ensure the guidelines of the SABEH agreement are followed
4. To provide support and guidance to the SABEH teacher

Other tasks for which the lead teacher is typically responsible for are listed below. However, because each host school is unique and will have different needs, the specific tasks in which a Lead Teacher will engage will vary among the host schools. Therefore, the list should be used as a guide. It is intended to be flexible in order for the Lead Teacher and the host school to collaborate in addressing matters that may arise at an individual school while the program is in session.

The Lead Teacher Will:

Act as a liaison between:

- Chinese Administration and teachers (schedules, programs, problem solving, travel plans)
- Site school and SABEH
- American teachers and Chinese teachers / students

Facilitate meetings and extra curricula events:

- Set agenda, hold meetings, and schedule a daily debriefing for SABEH teachers
- Respond to needs of the group (mentor/critical friend)
- Document the work (Final Report, collects and analyzes needs assessments and evaluations, attendance, photos, videos, blog)
- Organize and present an evening activity (Best practice Forum, Game Night, Movie, Parent Presentation)
- Substitute for a teacher
- Maintain a visible presence in the classroom