

## Team Leader Responsibilities

### **Advisor**

Serve on the building level Teaching and Learning Council through participation in monthly two-hour meetings with the Building Principal to provide shared-leadership in the areas of:

- Examining data relevant to student learning and other student issues
- Providing direction for weekly team meetings
- Developing budgetary requests based on needs related to building and district improvement
- Consulting on professional development for staff that will improve student learning
- Reviewing and developing processes and criteria for the selection/revision of curriculum/courses/materials/assessment tools
- Recommending new programs or policies

Serve on the district level Teaching and Learning Council through participation in five two-hour district level meetings (October, November, January, March, and May) annually with the Superintendent, Director of Learning and Teaching and Principals to provide shared-leadership in these areas:

- Developing district initiatives to improve student achievement
- Recommending district Professional Development
- Providing oversight of the Comprehensive Teacher Induction Program
- Reviewing district student data
- Providing oversight of curriculum review/coordination processes

### **Facilitator**

- Lead all Team Meetings (Professional Learning Communities)
- Assist in the development of school initiatives
- What's needed to implement?
- Initiate activities that promote collegiality in the development of a positive school culture
- Assist in the development of needs assessments and action plans when necessary
- Assist in the articulation of mission, vision, goals to the community
- Coordinate team activities
- Coordinate special programs

### **Liaison**

- Act as the communication liaison (two way) to other team members
- Assist in making staff connections between buildings throughout the district

### **Participant**

- Participate in annual summer leadership training (5 Days)
- Training is provided at no cost to the staff member. PDPs will be awarded.

Positions posted annually.