

## Sample Teacher Team Leaders Roles/Responsibilities & Supports.

### Purpose of Teacher Teams:

- Support progress toward school-wide instructional goal
- Provide a structure for communication between different members of the school community
- Provide support for staff members in increasing student achievement

### Our Work:

**Grade Teams** will meet weekly to support each other in developing cognitively engaging daily tasks that promote authentic literacy and student to student discussion. We will examine daily lessons to ensure alignment between the essential question, aim and task.

**Department Teams** will meet weekly to support each other in developing CCLS aligned units of study containing high level EQs and cognitively engaging final products.

Team leader's responsibilities/roles...	Supports for Team Leaders...
<ul style="list-style-type: none"> <li>• Build shared leadership by sharing responsibility with team members</li> <li>• Facilitates team in analyzing teacher work and student work</li> <li>• Helps team members develop their professional practice through ongoing discussion, reflection and planning of team wide initiatives</li> <li>• Attends bi-weekly team leader meetings</li> <li>• Provide feedback, ideas, and input on school wide decisions</li> <li>• Communicates team's progress, needs, and interests to administration and school wide decisions and plans to team</li> <li>• Establishes routines and structures for meetings. Create agendas and ensure attendance and minutes are taken at each meeting, e-mail all agendas to the school leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Resources and models for how to, structure meetings, facilitate meetings, use protocols and develop team roles, etc.</li> <li>• Bi-Weekly Teacher Team Leader meeting to support facilitative leadership moves</li> <li>• Administrative support to ensure support and accountability for all team members</li> <li>• One hour of per session per week</li> <li>• Administrative presence at meetings for additional support</li> <li>• Team leader retreats?</li> <li>•</li> </ul>

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## Our Work:

Grade Teams-

Department Teams-

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