

Teacher Leadership Cadre Roles and Responsibilities

Coordinator

- Follows all agreed upon norms
- Coordinates agenda design
- Develops group member leadership
- Supports and troubleshoots the activities of subcommittee (planning teams/presenter teams)
- Informs the group of constraints and resources
- Actively networks with various stakeholders and experts
- Participates actively as an engaged participant
- Works directly with administration
- Conferences with TLC members on a quarterly basis
- Manages all budgetary concerns
- Dare greatly and be wholehearted with one another

Facilitator

- Follows all agreed upon norms
- Remains neutral to the content
- Focuses group energy
- Keeps group on task
- Calls for consensus
- Directs processes
- Encourages everyone to participate and ensures equity of voice
- Protects participants and ideas from attack
- Contributes to agenda planning
- Elicits clarity regarding meeting follow up
- Dare greatly and be wholehearted with one another

Engaged Participant

- Follows all agreed upon norms
- Monitor's one's own and others' adherence to meeting norms
- Actively contributes ideas to the conversation
- Seeks and provides data
- Opens the door for others to speak

- Tests consensus
- Is conscious of one's own assumptions and knowledge and how these interfere with one's own listening
- Offers to facilitate when opportunity arises
- Is willing to be flexible for the greater good
- Follows through on commitments and asks for help if overwhelmed
- Support one another
- Dare greatly and be wholehearted with one another