



The Teacher Leader Position

Role and Responsibilities:

1. Serving the needs of all students

- ☐ Work with the teachers to develop and plan high quality projects and lessons that meet the needs of all students.
- ☐ Partner with the Inclusionist to differentiate and modify curriculum to meet the needs of all students, especially students on learning plans.
- ☐ Ensure excellence for all by supporting students with projects, pushing them to their fullest potential.
- ☐ Partner with Inclusionist, counselor and reading interventionist to ensure all IEP and 504 accommodations are being accomplished in the classroom.
- ☐ Partner with assessment coordinator and inclusionist to ensure all IEP and 504 accommodations are being administered during student testing.
- ☐ Partner with Inclusionist to meet the needs of ALP students by providing "Challenge Extensions".
- ☐ Serve as grade level GT liaison hosting Fall and Spring student led ALP meetings with parents.
- ☐ Lead an advisory group and teach an elective class of choice

2. School Leadership and Managing your grade level teams

- ☐ Serve as a key member of the leadership team with each teacher leader and school administration to make sure the school's Work Plan is being accomplished and the Emergency Response team's monthly drills are accomplished.
- ☐ Resolve low level discipline issues in your grade level.
- ☐ Document student's inappropriate behaviors.
- ☐ Manage necessary behavior plans with the school counselors.
- ☐ Consult with the grade level team to set classroom norms.
- ☐ Administer required State assessments.
- ☐ Communicate with parents and administration regarding significant issues.
- ☐ Manage shadow day experiences for potential students during enrollment season.

3. Co - teaching and project planning

- ☐ Co-teach with grade level teachers.
- ☐ Provide coverage for your grade level teachers during absences
- ☐ Implement standards based curriculum maps, instruction, and assessment.
- ☐ Coordinate planning time.
- ☐ Plan field work experiences.
- ☐ Perform small group math, reading and behavioral interventions.
- ☐ Plan and organize high quality Exhibitions
- ☐ Assist teachers with creating project deadlines and project launches.
- ☐ Tune Long-Term and daily learning targets.
- ☐ Ensure weekly/updated grades are posted by your grade level teachers.
- ☐ Organize internships and graduation ceremony for students (8th grade Teacher Leader only)

4. Communication needs

- ☐ Communicate positive phone calls and emails to parents - as well as necessary concerns.
- ☐ Facilitate communication between students, parents, and core teachers.(Bi-weekly parent newsletters representing the upcoming events of your grade level)
- ☐ Communicate with administration regarding teaching and learning needs in the grade level classrooms.
- ☐ Facilitate communication between grade level teachers regarding opportunities for collaboration and common procedures/policies.
- ☐ Organize press releases of Exhibitions to Durango Herald and Radio

5. Professional development

- ☐ Participate and lead PD.
- ☐ Participate and lead project tuning sessions.
- ☐ Participate in organizing professional development activities.