

# TLC Operations Guide:

## Application Process for Teacher Leader Candidates by Role

DESIGNED FOR: *Principals, Teacher Leaders, Teachers, and Prospective Teacher Leaders*

### When and why use this resource?

This document guides you to understand the application process for each teacher leader role within DPS. Any questions, comments, or concerns can be mailed to [teacherleader@dpsk12.org](mailto:teacherleader@dpsk12.org). Thank you!

	In Building Candidate	In District Candidate	Out of District Candidate
<b>Senior Team Lead And Team Lead</b>	<ol style="list-style-type: none"> <li>Inquire with your principal about vacant roles</li> <li><a href="#">Check eligibility</a> to apply for teacher leader roles in GHR</li> <li>Use search code <b>TLCseniorteamlead</b> and/or <b>TLCteamlead</b> to find and apply to teacher leadership roles in GHR, attaching a cover letter outlining your interest and qualifications</li> <li>Interview with principal and/or Personnel Committee by invitation</li> <li>Senior Team Lead and Team Lead candidates should be prepared to watch videos of instruction (provided by your principal) and participate in a mock feedback session or other performance tasks as assigned</li> </ol>	<ol style="list-style-type: none"> <li><a href="#">Check eligibility</a> to apply for teacher leader roles in GHR</li> <li>Use search code <b>TLCseniorteamlead</b> and/or <b>TLCteamlead</b> to find and apply to teacher leadership roles in GHR, attaching a cover letter and resume that outline your interest, experience, and qualifications</li> <li>Interview with principal and/or Personnel Committee by invitation</li> <li>Senior Team Lead and Team Lead candidates should be prepared to watch videos of instruction (provided by the principal) and participate in a mock feedback session or other performance tasks; principals might also request to observe your instruction in person or via video</li> </ol>	<ol style="list-style-type: none"> <li>Apply to the DPS Teaching Pool and complete the teacher screening process</li> <li>Apply to the Senior / Team Lead pool; this requires: a) a copy of your 2015-16 <b>summative teaching evaluation</b> / year-end effectiveness rating in order to have your eligibility confirmed, b) a <b>resume</b>, c) a <b>cover letter</b>, and d) a completed <b>data performance task</b> to be included in the candidate pool</li> <li>After eligibility is confirmed by DPS, candidates will be informed they can apply directly to vacant roles at schools of their choice</li> <li>Apply to vacant school postings using the search code <b>TLCseniorteamlead</b> and/or <b>TLCteamlead</b> (Note: these roles are hybrid teacher <i>and</i> team lead)</li> <li>Interviews are by invitation of the principal; candidates should be prepared to participate in a mock feedback process with an interview panel and should be willing to provide a short video of their instruction upon request</li> </ol>
<b>Team Specialist</b>	<p>Same as steps 1-4 above, except use search code <b>TLCteamspecialist</b> in step 3.</p> <p>Team Specialists may also be asked to complete performance tasks by the school or share artifacts of previous leadership work</p>	<p>Same as steps 1-3 above, except use search code <b>TLCteamspecialist</b> in step 3.</p> <p>Team Specialists may also be asked to complete performance tasks by the school or share artifacts of previous leadership work</p>	<ol style="list-style-type: none"> <li>Apply to the DPS Teaching Pool and complete the teacher screening process</li> <li>Use search code <b>TLCteamspecialist</b> to find the role to which you want to apply. Apply directly to vacant hybrid Teacher / Team Specialist roles at schools of your choice and upload a copy of your resume and cover letter</li> <li>Interview with principal and/or Personnel Committee by invitation; be prepared to complete a performance</li> </ol>

			task to assess leadership competencies
<b>Regional Team Specialist</b>  <i>(centrally hired role)</i>	Not applicable	<ol style="list-style-type: none"> <li>1. Check available roles in GHR using search code <b>TLCregionalteamspecialist</b></li> <li>2. Inform your principal of your intention to apply; obtain permission to be out of building leading professional learning on blue/green days</li> <li>3. Apply in GHR, attaching a cover letter and resume outlining your interest and qualifications</li> <li>4. Interview by invitation of Content Directors</li> </ol>	After obtaining a position as a teacher within a DPS school, then follow the process to the left for <b>in-district candidates</b> interested in Regional Team Specialist roles
<b>New Teacher Ambassador</b> or	Same as steps 1-4 above, except use search code <b>TLCnewteacherambassador</b> in step 3.1-4, above	<b>Not eligible for the role</b> <i>Candidates must already be teaching in building to apply</i>	<b>Not eligible for the role</b> <i>Candidates must already be teaching in building to apply</i>