

## **NEW TEACHER AMBASSADOR 2017-18 Role Description**

### **Position Objective:**

The New Teacher Ambassador (NTA) is responsible for welcoming a team of new teachers to DPS by providing resources and supports to a team of teachers within their building. The NTA role does this by providing social emotional support and school-based logistical support to all teachers new to DPS, including both novice and experienced, in order to build a sense of community, belonging, and understanding of their role in DPS. The NTA acts as a communications hub, sharing and reinforcing information from the school's leadership team and central office to new hires, with particular attention paid to information from the Induction Program team. The NTA serves as the primary point-of-contact for new hires entering the district.

### **Expected Outcomes:**

A New Teacher Ambassador supports each new teacher on his/her caseload in the following areas:

- Increase new teacher understanding of culture, surroundings, systems, and procedures in DPS and at school site
- Increase new teacher sense of support and belonging, leading to increased satisfaction and retention of teachers in building
- Support a more seamless transition for seasoned teachers entering DPS from other districts both locally and nationally
- Improve new teacher understanding of events, expectations, and requirements of new teachers in DPS, beginning at point of hire (for returning New Teacher Ambassadors who are already in role) to ensure teachers understand summer professional learning opportunities and expectations

Ultimately, the New Teacher Ambassador will support school growth in the following areas:

- Well-being of teachers
- Developing a strong, consistent and supportive school culture
- Retention of new teachers

### **Required Responsibilities:**

#### **1. Logistical Responsibilities**

- a. Disseminate information from central office to all new hires on the school campus, including:
  - o Induction Program team's communications to ensure all new hires holding an Alternative or Initial License in a building are on track to meet requirements for his/her Induction Certificate and are able to apply for his/her Professional License upon receipt of Induction Certificate
  - o Support new teachers in tracking progress toward completion of Induction Requirements
- b. Provide logistical support to all new hires in a building, such as:
  - o Organize and facilitate school tour
  - o Provide school-based contact tree
  - o Map of the surrounding area
  - o Ensure completion of new teacher checklist

- c. Provide awareness and support navigating professional expectations and available resources, such as
    - o Introduction to [Schoolnet](#)
    - o Introduction to [Teacher Portal](#)
    - o Introduction to [Infinite Campus](#)
    - o Reinforcing the value of professional learning, Culturally Responsive Teaching, and ELA
2. Provide socio-emotional support to new teacher team
- a. Facilitate the cohort experience – hold monthly cohort meetings to address common concerns and challenges while building a collaborative culture amongst new teachers
  - b. Schedule social activities
  - c. Conduct check-ins, through a variety of mediums including in-person, electronic, etc.

**Flexibilities:**

Schools will determine the number of New Teacher Ambassadors needed to support the number of new teachers in the school, as follows:

- 1 New Teacher Ambassador supports 3-8 new teachers
- 2 New Teacher Ambassadors support 9-16
- If a school has hired fewer than three new teachers, the school leader may request to waive the NTA. In instances where a school leader waives the role of the NTA on their campus, the school leader, by default, will serve in this capacity.

**Required Qualifications:**

- Must meet all licensure and certification requirements for teacher role in DPS
- Must participate in required training over the summer and during the school year
- A minimum of 1 year teaching experience in the school in which s/he will serve as the NTA
- A New Teacher Ambassador must hold a DPS Teacher position by time of service, i.e. they must be hired into a teaching role in order to also be hired into a New Teacher Ambassador role.

**Recommended Qualifications:**

- Excellent knowledge of DPS systems, structures, processes and policies, including the DPS Induction Program
- Demonstrated ability to lead other adults either directly or by example
- Demonstrated ability to communicate effectively and create trusting space for adults
- Demonstrated ability to lead a team, creating a strong team culture and a positive work environment
- Excellent interpersonal skills and demonstrated ability to listen and collaborate
- Experience supporting the socio-emotional needs of adults and advocating for the needs of a group of teachers
- Ability to lead through a lens of equity and inclusion, including knowledge of culturally responsive education practices
- Ability to find clarity in ambiguous situations and seek solutions and resources independently
- Highly organized with strong written and oral communication skills
- Takes initiative to solve problems and manage conflicts

**Stipend:**

New Teacher Ambassadors receive an \$800 stipend, paid in 2 installments in December and May. A New Teacher Ambassador must be in role and in a payable status on December 1 and May 1 to receive the stipend installment. Stipend payments will not be pro-rated.

**Performance, Growth, and Evaluation**

New Teacher Ambassadors will be evaluated for the leadership component of their teacher leader role within the LEAP Professionalism rubric on Indicator P7 (Masterful Teacher Leadership). They will continue to be evaluated for their classroom instruction under all measures of the LEAP Growth and Performance System.

Success in the NTA role means new teachers in the building:

- Feel supported and connected to the school mission and community
- Know how to access the resources they need to be successful
- Are on track to complete all induction requirements
- Feel like they are a valued member of the school community and want to continue being a part of that community in the future

**Required Onboarding and Professional Learning**

- Pre-service role-specific leadership training required prior to serving in role; sessions typically offered in the summer
- Ongoing professional learning provided throughout the year to support New Teacher Ambassadors in role and help develop and refine the leadership competencies needed for success (see the [TLC Training and Development](#) page for 2017-18 expectations, available February 2017)