

TEAM LEAD

2017-18 Role Description

Position Objective: The Team Lead is a highly effective teacher who leads a team of teachers (aligned by grade level, content area, or other relevant grouping based on school need) in strengthening their ability to effectively deliver instruction and increase student outcomes. In addition to providing high-quality instruction in their own classrooms, the Team Lead's role is to build the capacity of teachers to deliver high quality, effective instruction. The Team Lead provides support to his or her team of teachers by facilitating collaborative time amongst his or her team of teachers, providing 1-on-1 observation and coaching; contributing to the LEAP growth and performance evaluation for each teacher on his/her team using the Framework for Effective Teaching.

In addition, the Team Lead will also:

- Collaborate with school leaders to support the effective implementation of Team Specialists
- Contribute to the development of the year-long professional development plan and provide whole staff professional learning (when relevant) on their area(s) of expertise
- Participate as a member of the school's Instructional Leadership Team
- Provide input on their caseload of teachers to support school leadership in hiring/non-renewal decisions

Expected Outcomes: The goal of a Team Lead is to support a team of teachers' increased abilities to effectively plan for and deliver high-quality instruction in pursuit of better outcomes for students. By creating distributive leadership structures in schools, Team Leads—in collaboration with school leaders—will increase opportunities for feedback and growth to drive increased student achievement, while building their own capacity as leaders.

A Team Lead supports each team member's growth in the following areas:

- Improved overall performance in instructional design & delivery, as defined by the Framework for Effective Teaching, with emphasis on team members' professional growth goals
- Improved student growth data, as measured by Student Learning Outcomes (SLOs) and/or district and state assessment data
- Culturally responsive teaching practices
- Ability to self-reflect and accept feedback in order to improve instructional practices
- Growth and development as an educator and professional

A Team Lead supports school growth through advancing school-wide instructional priorities in the following areas:

- Consistent use of best practices to drive an inclusive, positive, and intentional school culture of continuous improvement for both staff and students
- Consistent implementation of targeted, differentiated school-based professional learning opportunities
- Supporting the growth and development of a strong team culture within the building
- Improvement in recruitment, hiring, and retention of highly effective teachers

Required Responsibilities:

1. Supervise and support a team of teachers in the comprehensive growth of their instructional design & delivery, as defined by the Framework for Effective Teaching, and classroom-level student achievement with a focus on each teacher's professional goals by:
 - Facilitating high-quality collaborative time for team of teachers or a relevant subset of teachers (if supported by a Team Specialist), based on school need that builds their capacity

- to effectively analyze data, and use that data to drive planning for and implementing standards.
 - Providing 1-on-1 support, through regular cycles of observation and coaching, as well as facilitating collaborative time for the team of teachers.
 - Observing and evaluating team members' ability to provide effective instruction on indicators on the Framework for Effective Teaching
 - Supporting and progress monitoring Student Learning Objectives (SLOs) throughout the year to ensure every child succeeds
2. Establish clear expectations, processes, and objectives for collaborative time that align with team, school, and district goals.
 3. Coordinate with complementary Team Specialist and school leaders to ensure that expectations, processes, and objectives for collaborative time and coaching are aligned with team, school, and district goals.
 4. Host ongoing development conversations with teachers to provide feedback to each teacher on his/her instructional performance; this includes scoring Framework for Effective Teaching indicators according to LEAP guidelines
 5. Diagnose team needs using available data from student assessments, observations, and Student Perception Surveys (SPS)
 6. Collaborate with teachers and school leaders to foster a strong, intentional, and inclusive school culture. Provide input on the overall management of the teachers on their team to support school leadership in talent management decisions
 7. Serve as a member of the school's Instructional Leadership Team to support alignment and calibration of instructional leadership decisions, practices, and outcomes

Additional responsibilities may be determined by the Team Lead, team, and school leaders. See "Implementation Flexibilities" section for more details.

Note: All of the above responsibilities are to be fulfilled during non-teaching (or "release") time to complete requirements.

Implementation Flexibilities:

1. In addition to implementing a consistent observation and feedback cycle, the Team Lead will select which techniques are employed, based on the needs of their team of teachers, to achieve stated goals. These techniques may include:
 - Hosting and/or facilitating learning labs
 - Co-planning
 - Co-teaching/modeling
 - Sharing resources
 - Facilitating small group or whole-staff professional learning
 - Providing input into school-wide decisions
2. The school has the flexibility to determine which teachers are on the team and the team size, however team size should be set based on the release time a Team Lead has for their role.

Required Qualifications:

- Must meet all licensure and certification requirements for teacher role in DPS
- Must become a Certified LEAP Evaluator before the start of the new school year
- Must participate in required pre-service training over the summer and during the school year
- A Team Lead must be a DPS Teacher in a designated teacher role that is responsible for student outcomes in Infinite Campus and receives an overall LEAP rating for instruction. The Team Lead will be selected into

a hybrid Teacher / Team Lead role that encompasses both the classroom or intervention teacher role and the Team Lead role.

- Demonstrated effectiveness as a teacher by:

For DPS employees:

- Effective or Distinguished on most recent final, end-of-year LEAP or other summative evaluation of teaching role, AND, evidence of sustained effectiveness in current role (e.g., for current teachers, receiving a final EOY LEAP rating of Effective or Distinguished; for other instructional support or leadership roles, final evaluation of performance in current role)

For non-DPS employees:

- Effective or equivalent end-of-year rating on an evaluation system that is based on multiple measures, not just solely on observation, from most recent year of teaching AND evidence of sustained effectiveness in current role (e.g., for current teachers, receiving an effective or equivalent rating on an evaluation system based on multiple measures for current teachers; for other instructional support and leadership roles, final evaluation of performance in current role)

Recommended Qualifications:

- Minimum three years teaching experience and 1 year experience teaching in DPS
- Previous experience as a teacher leader, preferably in a formal teacher leadership role
- Demonstrated ability to effectively implement culturally responsive teaching practices
- Ability to have courageous conversations and provide constructive feedback
- Knowledge of DPS systems, processes and policies, including the LEAP evaluation system
- Advanced knowledge of relevant and rigorous curricula and standards (including CCSS, CAS, WIDA)
- Demonstrated ability to effectively facilitate and foster collaboration across a group of adult learners
- Demonstrated ability to cultivate and support inclusive team practices that embrace continuous learning and feedback, including knowledge of effective methods for adult learning and coaching
- Demonstrated ability to develop the capacity of a team of teachers to improve assessment practices, data analysis, and action planning
- Demonstrates emotional intelligence through self-awareness, self-management, relationship building and self-improvement
- Demonstrated ability developing and/or supporting initiatives that identify and mitigate inequities within the school and which value and respect each student/family's diversity and culture
- Strong written, oral, and interpersonal communication skills
- Commitment to lead with a lens of equity & inclusion
- Ability to establish systems and structures and progress monitor for improvements that drive results
- Ability to take initiative to solve problems and manage conflicts
- Ability to find clarity in ambiguous situations

Stipend:

Team Leads receive a \$3000 stipend, paid in 10 installments from September - June. A Team Lead must be in role and in a payable status for at least one day in a month in order to receive the stipend installment for that month.

Performance, Growth, and Evaluation:

- The instructional portion of this role will continue to be evaluated according to the LEAP Performance and Growth system
- The leadership portion of the Team Lead role will be evaluated according to the LEAD School Leadership Framework for Senior/ Team Leads

Required Professional Learning to Serve in Role:

- LEAP observer training and certification
- Pre-service leadership training
- New-to-role Senior Team Lead onboarding
- Ongoing professional learning as identified by the district, network, and school in effort to support effective membership of the school's Instructional Leadership Team (inclusive of instructional leadership team observation calibration session and any other ongoing training related to supporting teachers using the LEAP Growth and Performance System)