

TLC Operations Guide: TLC Resignations & Mid-Year Hires

DESIGNED FOR: Principals and Proxies

When and why use this resource?

This document assists you in navigating what to do if you have a TLC resignation or need to hire mid-year for a specialized reason. Any questions, comments, or concerns, email teacherleader@dpsk12.org.

This document sets forth guidance for replacing a teacher leader mid-year; please be aware that it is not possible after February 1 to add new roles due to TLC Design and funding parameters.

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Contact the Teacher Leadership & Collaboration team at teacherleader@dpsk12.org.

1. Provide resigning teacher leader name, role, and end date
2. Include the HR School Partner and Instructional Superintendent as cc'ed in the email
 - a. HR School Partner will support in completing the required resignation documentation
3. Inform TLC if you wish to re-post the vacant role and select a new teacher leader, or if you will keep the role vacant the remainder of the year.

NOTE

- *TLC may not be able to authorize any mid-year teacher leader hires after February 1, due to required role training / onboarding and time needed to fulfill the requirements of the role*

2

If permissible, TLC will issue a new job code, enabling the school to re-post the position.

1. School posts vacant hybrid teacher / teacher leader role
2. School engages in selection process
 - a. Candidates must meet eligibility guidelines to apply
 - b. Teacher leaders must be selected through a process; no appointments can be made
 - c. Contact your HR School Partner for support in determining an appropriate mid-year selection process

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Once a candidate is selected, school completes GHR hiring process and onboarding* can begin.

1. School provides the name, role, and email address of the selected teacher leader to teacherleader@dpsk12.org
2. Selected teacher leader must complete required TLC mid-year onboarding for their role (see below for Senior Team Lead onboarding); this training will be differentiated and scheduled case-by-case
 - a. Required onboarding includes role-specific training, as needed
 - b. TLC Onboarding session with ILT partner or TLC staff member
 - c. LEAP certification or refresh (for Senior/Team Leads only)
3. Once all required training and onboarding has been completed, the TLC team will complete remaining records/paperwork to finalize the hire and begin funding
 - a. TLC to update contact information, confirm role in GHR, arrange for stipend payments, salary/release time funding (Senior/Team Leads only)
4. Once GHR is up-to-date with the new TLC work assignment, the school can designate team teachers in GHR, gain Schoolnet access for observations, and SLO privileges (Senior Team Leads only)

Best practices for onboarding are described on the next page.



Teacher Leadership
& Collaboration

TLC Operations Guide:

Suggested School Onboarding for Senior / Team Leads

When and why use this resource?

This document lists out all the recommended actions a principal and Senior Team Lead should go through upon completing a mid-year hire. It is designed to be printed and used as a checklist to ensure the Senior Team Lead is completely prepared for the role. Any questions, comments, or concerns, email teacherleader@dpsk12.org.

TLC Information and Orientation for Mid-Year TLC Selections	
	Review the school design and team organization
	Review role description, specifically discussing role expectations in particular school context
	Discuss support, strengths, and areas for growth with principal
	Review professional learning calendar ; register for sessions
	Review stipend payment schedule and pr-rated stipend based on days left in school year communicated to Senior Team Lead. Contact teacherleader@dpsk12.org if unsure of the pro-rated amount.
Required Trainings & Actions Prior to Serving in Role	
	Register and complete a two-day New-to-LEAP observer training session, led by the Peer Observer (PO) team
	Complete the online LEAP observer certification exam and pass
	Complete an onboarding session with Instructional Leadership Team Partner (ILTP) and TLC staff
	<ol style="list-style-type: none"> 1. Discuss Senior Team Lead role and responsibilities 2. Collaborative team time 3. Team support 4. 1:1 coaching 5. 1:1 observation/feedback <ol style="list-style-type: none"> a. LEAP windows/evaluation expectations b. Student Learning Objective (SLO) progress monitoring 6. Serving as a member of the ILT 7. Teacher leader professionalism 8. Resources and support available to STLs <ol style="list-style-type: none"> a. Implementation Guide b. Professional Learning decks c. Professional Learning calendar/registration d. Commons/TLC Website

	<ul style="list-style-type: none"> e. DPS Playbook for Early Career Teachers f. Instructional Leadership Team Partner (ILTP) support g. Peer Observer (PO) Opt-in <ul style="list-style-type: none"> 9. Implementing Learning Cycles 10. Systems and structures of leading teams 11. Time management and scheduling
School-Based Operations & Processes	
	Principal provides a list of teachers on team and access to their schedules
	Principal shares invites for Instructional Leadership Team (ILT) meetings and other ongoing activities
	Principal uploads team into GHR <i>NOTE: From this action, Senior Team Lead will automatically gain access to team teachers in SchoolNet within one week.</i>
	If applicable: Discuss gradual release plan
	If applicable: Principal contacts the Student Learning Objective (SLO) team to gain SLO Approver access