

TEACHER LEADERS ROLES AND RESPONSIBILITIES

Early years co-ordinators, middle years team leaders, and senior years department heads co-ordinate subject areas across grade levels and facilitate cross-level communication. As a member of the school leadership team, these teacher leaders exhibit strong interpersonal and teaming skills and assist in the development of the individual skills and talents of team/department members.

The primary function of teacher leaders is to enhance student learning in their area of responsibility, under the direction of the school administrator. This includes the planning and co-ordination of opportunities that support the development and implementation of curriculum, programs, and student assessment practices.

(A) **ROLES AND RESPONSIBILITIES OF EARLY YEARS CO-ORDINATORS**

(1) **Curriculum Implementation and Student Assessment**

- (a) To be a resource to teachers in the organization and implementation of curriculum and student assessment.
- (b) To assist the school administration in curriculum implementation and appropriate educational programming.
- (c) To co-ordinate, with team members, a student assessment process consistent with the divisional assessment policy.

(2) **Planning and Administration**

- (a) To collaborate with the school administration in long-range planning.
- (b) To assist with the development of a school plan.
- (c) To assist the school administration, when requested, in interviewing applicants for positions.
- (d) To perform other related duties as assigned by the school administration.

(3) **Leadership**

- (a) To assist new teachers in their orientation to the school, subject curricula, and divisional priorities.
- (b) To assist the school administration in the ongoing professional development of staff.
- (c) To collaborate with team members about current early years research and validated practices.
- (d) To play an active role in school committees and, where appropriate, divisional committees.

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(4) **Communication**

- (a) To collaborate with school administration to develop a communication plan for the school.
- (b) To take a leadership role in providing team information to administration for the purpose of public relations.
- (c) To plan the agenda for team meetings and ensure that minutes of meetings are kept and shared with school administration.

(B) **ROLES AND RESPONSIBILITIES OF MIDDLE YEARS TEAM LEADERS**

(1) **Curriculum Implementation and Student Assessment**

- (a) To be a resource to teachers in the organization and implementation of curriculum and student assessment.
- (b) To assist the school administration in curriculum implementation and appropriate educational programming.
- (c) To co-ordinate, with team members, a student assessment process consistent with divisional assessment policy.

(2) **Planning and Administration**

- (a) To collaborate with the school administration in long-range planning.
- (b) To collaborate with the team to prepare requests for funds to support programming.
- (c) To assist the school administration, when requested, in interviewing applicants for positions.
- (d) To assist with the development of a school plan.
- (e) To assist school administration, if requested, with timetabling for their team.
- (f) To perform other related duties as assigned by the school administration.

(3) **Leadership**

- (a) To advocate for all students on their team.
- (b) To assist new teachers in their orientation to the school, subject curricula, and divisional priorities.
- (c) To assist the school administration in the ongoing professional development of staff.

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- (d) To collaborate with team members about current middle years research and validated practices.
- (e) To play an active role in school committees and, where appropriate, divisional committees.

(4) **Communication**

- (a) To collaborate with school administration to develop a communication plan for the school.
- (b) To take a leadership role in providing team information to administration for the purpose of public relations.
- (c) To plan the agenda for team meetings and ensure that minutes of meetings are kept and shared with school administration.
- (d) To collaborate with the school administration, team members, resource, guidance, and other support personnel, to meet the needs of students.
- (e) To assist with the articulation and co-ordination of programming for students between the sending and receiving schools.

(C) **ROLES AND RESPONSIBILITIES OF SENIOR YEARS DEPARTMENT HEADS**

(1) **Curriculum Implementation and Student Assessment**

- (a) To be a resource to teachers in the organization and implementation of curriculum and student assessment.
- (b) To assist the school administration in curriculum implementation and appropriate educational programming.
- (c) To co-ordinate with team members a student assessment process consistent with the divisional assessment policy.
- (d) To co-ordinate the development of major tests and examinations within the department to ensure consistency with curriculum outcomes.
- (e) To co-ordinate the administration of provincial examinations.

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(2) **Planning and Administration**

- (a) To collaborate with the school administration in long-range planning.
- (b) To assist with the preparation and administration of the department budget.
- (c) To assist the school administration, when requested, in interviewing applicants for positions.
- (d) To maintain an inventory of equipment and print materials in the department.
- (e) To co-ordinate the purchase of new texts and materials, as well as the allocation of existing resources.
- (f) To co-ordinate the maintenance and care of department equipment and supplies.
- (g) To assist school administration, if requested, with timetabling for the department.
- (h) To co-ordinate and prepare an annual department plan, that is within the framework of the school plan and submit it to school administration.
- (i) To perform other related duties as assigned by the school administration.

(3) **Leadership**

- (a) To assist new teachers in their orientation to the school, subject curricula, and divisional priorities.
- (b) To assist the school administration in the ongoing professional development of staff.
- (c) To collaborate with department members about current senior years research and validated practices.
- (d) To play an active role in school committees and, where appropriate, divisional committees.

(4) **Communication**

- (a) To collaborate with school administration to develop a communication plan for the school.
- (b) To take a leadership role in providing team information to administration for the purposes of public relations.
- (c) To plan the agenda for department meetings and ensure that minutes of meetings are kept and shared with school administration.

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- (d) To collaborate with the school administration, department members, resource, guidance, and other support personnel, to meet the needs of students.
- (e) To assist with the transition of students.

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