

Tool: Example Teacher Leader Job Description and Template

FOR
SCHOOLS
DISTRICTS



Practicing
Equity and Ethics



Building Relationships
and Partnerships



Fostering
Collaborative Culture



Advancing Instruction
and Student Learning



Driving
Initiatives

Directions: This tool is a companion piece to [Defining 10 Key Decisions for Creating Teacher Leader Roles](#). It provides an example of a teacher leader role job description and a template for district staff to use to develop their teacher leader roles.

Example 1: Teacher Development Peer Coach

Summary:

The Teacher Development Peer Coach assumes a site-based teacher leadership role and works with colleagues to help them use data to inform and guide instructional decisions, develop and conduct job-embedded professional development and support professional learning communities.

The Teacher Development Peer Coach works with school colleagues for two instructional periods per day (10 per week) while continuing to teach in her/his current area of assignment for the remaining instructional periods. Peer coaches will also participate in school leadership team meetings outside normal school hours.

Identification Process and Reporting:

Identification process involves:

- Application
- One-on-one interview with principal

Reports to principal or assistant/associate principal



Duties and Responsibilities:

Model and coach the use of data to inform and guide instructional decisions (8%)

- Suggest practices or materials teachers can try to improve use of data to inform and guide instructional decisions.
- Demonstrate how to use materials or practices in the teacher's own classroom or by inviting the teacher to observe another classroom.
- Observe teachers applying new practices or using new materials and provide feedback.

Develop and engage in the development, implementation, and evaluation of job-embedded professional development (8%)

- Review instructional practices to identify areas of strength and improvement common to teachers at the grade, subject and school levels.
- Identify potential development methods, providers and schedules for individual, grade-wide, subject-wide or school-wide professional development.
- Plan and conduct individual, grade-wide, subject-wide or school-wide professional development sessions focused on areas of improvement.

Create and support teacher learning teams (11%)

- Identify teachers with common areas of instructional improvement as potential teams and teachers with similar areas of strength as potential resources for teams.
- Assist teachers in analyzing instructional practices and evidence, identifying possible practice changes, sharing resources and planning how and when to try new practices.
- Facilitate teams by scheduling meetings, drafting agendas, locating resources and recording team activities.

Participate in meetings with school leadership (8%)



Knowledge, Experience and Training:

- Experience analyzing data and using results to identify areas of strength and weakness in instruction and student learning.
- Ability to model, coach and provide feedback to individual teachers and teams of teachers to improve teaching practice.
- Ability to work cooperatively with colleagues.
- Understanding of adult learning theory.
- Excellent organizational, communication and facilitation skills.

Qualifications:

- Minimum five (5) years of teaching experience.
- Performance rated as skilled or accomplished.

Special Requirement:

- Flexibility to remain on-site beyond the normal school day 1-2 days per week, in order to attend school leadership team meetings, meet with teachers and coordinate activities with other school leaders.



Template: Teacher Leader Job Description

Summary:

Provide general overview of the role including title, major functions/tasks, sub tasks, total hours, hours allocated to each major function and, if applicable, any release time:

Identification Process and Reporting:

List identification processes (e.g., application process, interview with principal, district administrator or panel) and who the teacher leader reports to:



Duties and Responsibilities:

List major functions/tasks and subtasks and, if applicable, time allocated:

Knowledge, Experience and Training:

List any required or preferred knowledge, experience and/or training for the role, if applicable:



Qualifications:

List any required or preferred qualifications, if applicable:

Special Requirements:

List any special requirements, if applicable: