



Teacher-Leadership Positions, Roles & Responsibilities and Selection Process

Teacher-Leadership Positions

Teacher-leaders are an integral part of the Locke Transformation process

- Develop and lead PD
- Coach and support their colleagues
- Input and voice at Locke-wide teams/committees (ILT, S&C, SAC, School Culture and Advisory)
- Input and voice at the academy level (ILT, S&C, GLL)
- Bring their expertise to solve real-time problems at Locke
- Help develop, monitor and adjust strategic plans

We Need You: Your Expertise, Energy, Enthusiasm and Effort

2015-2016 Teacher Leadership Teams

- **ILT (17-18 Teachers)**
 - Oversees professional development and strategic plan instructional initiatives
- **Safe & Civil (9 Members) (3 Teachers Per Academy)**
 - Oversees the school discipline policies and schoolwide expectations; serves as DRB committee
- **School Culture (9 Members) (3 Teachers Per Academy)**
 - Oversees school culture merit events, special events and spirit activities
- **Advisory (9 Members) (3 Teachers Per Academy)**
 - Oversees the development of the curriculum and instruction of our advisory programs
- **Intervention Team (9 Members) (3 Teachers Per Academy)**
 - Oversees the school intervention practices for students across all grade levels

Other Teacher Positions

Student Activities

- Senior Advisor (1 Teacher)
- Yearbook (1 Teacher)
- Saint Student Government (SSG) (3 Teachers)
- Saint Street Newspaper (1 Teacher)
- New Student Induction Advisor (3 Teachers) (1 per Academy)

AMU Contract Based Committees

- Bell & Calendar Committee
- Stipend Committee
- SAC Committee

ILT

Locke ILT/Subject-Team Leads (Dept. Chairs) (2 Year Term)

Requirements

- 2 years or more of teaching experience (at least 1 with GDPS)
- Evidence of success with student learning
- Effective, Highly Effective or Highly Effective 2

Roles and responsibilities

- Lead subject-team DDI collaboration
- Develop agendas, keep minutes and follow up on next steps
- Facilitate common assessment scanning and analysis
- Attend two ILT meetings per month
- Attend summer PD planning sessions
- Help develop and lead summer and weekly PDs
- Observe and coach dept colleagues
- Provide curriculum and intervention support to teachers
- Manage dept budgets and spending as well as textbooks and materials

Selection process

- Departments will discuss qualifications and discuss recommendations
- Recommendations will be emailed to principal with letter of interest and evidence of success
- Interviews will be held if necessary

2015-2016 Locke ILT Membership

ELA (3)	Math (3)	Science (3)	Sped (3)
9- B- G-	9- B- G-	9- B- C-	9- B- G-
History (1)	Electives (1) APA (1)	Spanish (1) ELD (1)	
B- G-			

Total of 17 teacher leaders representing their academy and/or subject team

ILT Admin Leads = Dr. Marin, Ms. Eisenberg, Ms. Philpot, Ms. Al-Sad

ILT Selection Process Timeline

- 1. Lockwide Departments will meet to discuss ILT representatives for each department (May 18 - 22)**
- 2. Interested teachers will email Dr. Marin if they are interested in serving on the ILT by May 22nd**
- 3. Departments will provide upward feedback for candidates interested in leading their department by May 26th to ILT Admin.**
- 4. If necessary, ILT Admin will Interview ILT candidates the week of May 25 – 29**
- 5. ILT Admin will use upward feedback, interview data and teacher effectiveness scores to select ILT members by May 29th**

Safe & Civil Team

Locke Safe and Civil Team Member (2 Year Term)

Requirements

- 2 years or more of teaching experience (at least 1 with GDPS)
- Evidence of success with classroom management
- Effective, Highly Effective or Highly Effective 2 in Domain 2 (Classroom Management)

Roles and responsibilities

- Plan and facilitate Safe and Civil summer and weekly PDs as needed
- Attend two S&C meetings per month
- Attend summer PD planning sessions
- Attend GDPS Safe and Civil Trainings
- Participate in DRBs and DRPs as needed
- Observe colleagues and provide coaching feedback on Domain 2 indicators
- Observe and collect data on discipline systems during prep periods
- Provide support before and after school with the Essential Five (as needed)
- Hold 1-2 student case loads for daily check-ins and outs

Selection process

- Academies will discuss qualifications and discuss recommendations
- Recommendations will be emailed to principal with letter of interest and evidence of success
- Interviews will be held if necessary

Safe & Civil Positions

Lead Admin: Dr. Gutierrez

Academy	Members
9 (7)	3 teachers, 1 CSO, 1 Counselor, 1 Dean, 1 AP
Blue (7)	3 teachers, 1 CSO, 1 Counselor, 1 Dean, 1 AP
Gold (7)	3 teachers, 1 CSO, 1 Counselor, 1 Dean, 1 AP

Total of 9 teacher leaders (3 teachers per academy)

Safe & Civil Admin Leads = Dr. Gutierrez, Mr. Williams, Ms. Al-Sad, Mr. Lopez

Safe & Civil Selection Process Timeline

- 1. Academy Teachers will meet to discuss representatives for Safe & Civil (May 18th – May 22nd)**
- 2. Interested teachers will email Dr. Gutierrez if they are interested in serving on the Safe & Civil Team by May 22nd**
- 3. Academy Teachers will provide upward feedback for candidates interested in serving on the Safe & Civil the week of May 26th to Safe & Civil Team Admin.**
- 4. If necessary, Safe & Civil Team Admin will hold interviews the week of May 25th – May 29th**
- 5. Safe & Civil Admin will use upward feedback, interview data and teacher effectiveness scores to select Safe & Civil members by May 29th**

Intervention Team

Locke Intervention Team (1 Year Term)

Requirements

- 2 years or more of teaching experience (at least 1 with GDPS)
- Evidence of success with student learning
- Effective, Highly Effective or Highly Effective 2

Roles and responsibilities

- Plan and facilitate Grade Level Team Collaborations (1-2 times per month)
- Develop agendas, keep minutes and follow up on next steps
- Attend two Locke Intervention Team meetings per month
- Attend summer PD planning sessions
- Help develop and lead summer and weekly Collaborations
- Prepare and facilitate grade level SSTs and student intervention meetings (absences, discipline and academic based)
- Prepare and facilitate data analysis meetings for special student populations (sped, EL, AA...) as well as Kid Talk or LASW protocols

Selection process

- Academies will discuss qualifications and discuss recommendations
- Recommendations will be emailed to principal with letter of interest and evidence of success
- Interviews will be held if necessary

Intervention Team Positions

Lead Admin: Ms. Johnson

Academy	Members
9 (7)	3 teachers, 1 CSO, 1 Counselor, 1 Dean, 1 AP
Blue (7)	3 teachers, 1 CSO, 1 Counselor, 1 Dean, 1 AP
Gold (7)	3 teachers, 1 CSO, 1 Counselor, 1 Dean, 1 AP

Total of 9 teacher leaders (3 teachers per academy)

Safe & Civil Admin Leads = Ms. Johnson, Ms. Eisenberg, Ms. Philpot

Intervention Team Selection Process Timeline

- 1. Academy Teachers will meet to discuss representatives for the Intervention Team May 18th – May 22nd**
- 2. Interested teachers will email Ms. Johnson if they are interested in serving on the Intervention Team by May 22nd**
- 3. Academy Teachers will provide upward feedback for candidates interested in serving on the Intervention Team by May 26th to Intervention Team Admin.**
- 4. If necessary, Intervention Team Admin will hold interviews the week of May 25th – May 29th**
- 5. Intervention Team Admin will use upward feedback, interview data and teacher effectiveness scores to select Intervention Team members by May 29th**

School Culture

Locke School Culture Team Member (1 Year Term)

Requirements

- 1 year or more of teaching experience

SSG Advisor

Senior/Freshman Activities Advisor

School Counselor

One at large teacher

Roles and responsibilities

- Attend two School Culture Team meetings per month
- Attend summer PD planning sessions
- Plan, organize and lead school culture events for your academy/Locke including:
 - Rallies
 - Monthly and quarterly Merit Events
 - Homecoming
 - Senior Activities
 - Student government
 - Monthly celebrations (Latin American, Black History, Womens..)
 - Facilitate lunch time activities with staff and students
 - Daily announcements
 - College knowledge events
 - Spirit Week
- Plan, organize and lead activities that promote staff/faculty morale and team building
- Plan, organize and lead activities that promote a One-Locke culture

Selection process

- Academies will discuss qualifications and discuss recommendations
- Recommendations will be emailed to principal with letter of interest and evidence of success

School Culture Positions

Lead Admin: Dr. Gutierrez

Academy	Members
9 (7)	3 teachers, 1 Counselor, 1 AP
Blue (7)	3 teachers, 1 Counselor, 1 AP
Gold (7)	3 teachers, 1 Counselor, 1 AP

Total of 9 teacher leaders (3 teachers per academy)

School Culture Admin Leads = Dr. Gutierrez, Mr. Williams, Mr. Lopez, Ms. Al-Sad

School Culture Process Timeline

- 1. Academy Teachers will meet to discuss representatives for the School Culture Team May 18th – May 22nd**
- 2. Interested teachers will email Dr. Gutierrez if they are interested in serving on The School Culture Team by May 22nd**
- 3. Academy Teachers will provide upward feedback for candidates interested in serving on The School Culture Team by May 26th to Intervention Team Admin.**
- 4. If necessary, The School Culture Team Admin will hold interviews the week of May 25th – May 29th**
- 5. The School Culture Team Admin will use upward feedback, interview data and teacher effectiveness scores to select Intervention Team members by May 29th**

Advisory Leaders

Advisory Team (1 Year Term)

Requirements

- 1 year or more of teaching experience
- Evidence of success with student learning
- Effective, Highly Effective or Highly Effective 2

Roles and responsibilities

- Attend two Locke Advisory team meetings per month
- Attend summer Advisory planning sessions
- Prepare and lead summer PD and monthly Advisory collaborations
- Prepare and develop monthly Advisory Scope and Sequences
- Prepare daily lessons, power point decks and support materials for grade level team members
- Complete observations of colleagues and provide feedback to improve performance
- Work with the Locke Safe and Civil Team to integrate SAINTS and Essential Five into Advisory
- Support CAHSEE and SAT Prep
- Work with the counselors to support College application process for seniors
- Develop lessons that promote character ed, self-regulation skills, empathy

Selection process

- Email to your principal with letter of interest
- Interviews when necessary

New Teacher Support Provider (2 Year Term)

Requirements

- 3 year or more of teaching experience and at least 2 years with GDPS
- Evidence of success with student learning
- Highly Effective or Highly Effective 2

Roles and responsibilities

- Attend monthly training with GDPS New Teacher Trainers
- Meet weekly with the lead admin to develop coaching and support plans
- Carry a case load of 3-4 new teachers
- Provide bi-weekly observations and coaching
- Develop and lead monthly new teacher PD
- Provide curriculum, grading and classroom management support when appropriate

Selection process

- Email to your principal with letter of interest and evidence of success
- Interviews when necessary

Additional Teacher-Leadership Positions

Locke School Advisory Committee (LSAC)

- 2 AMU members per Academy
- 1 LSAC per month (2 hours)

Saints Student Government (SSG) Advisor

- Attend Bi-weekly Locke School Culture Team meetings
- Lead weekly Academy-level SSG meetings
- Plan, implement and lead SSG events and activities
- Attend monthly Locke SSG planning meetings/events

Senior/Freshman Activities Advisor

- Attend Bi-weekly Locke School Culture Team Meetings
- Attend monthly Locke Senior Activities meetings
- Plan, organize, implement and lead senior activities, prom, senior breakfast, Grad Nite...
- Hold senior parent informational meetings, track senior agreement criteria

School Newspaper Lead

Stipend Committee

Locke Bell Schedule & Calendar Committee