

WEST BEND-MALLARD COMMUNITY SCHOOL DISTRICT

TLC Role Definitions

Technology Leader	Lead Teachers K-4 & MS/HS	Instructional Leader K-12	Mentor Teachers	Administration
<ul style="list-style-type: none"> → Research effective technology strategies and resources for student learning → Guide implementation of technology strategies and resources for teachers and students → Guide/facilitate professional development → Provide training and guidance/support on district technology resources → Plan, develop, and implement district electronic device initiatives → Work and collaborate with district technology coordinator → Use PD and class time for instruction 	<ul style="list-style-type: none"> → Facilitate meetings to identify student learning needs, teacher's level of knowledge and skills in priority areas, and types of learning opportunities teachers need → Facilitate/lead collaborative PD teams → Lead conversations to engage peers in analyzing and using data to strengthen instruction → Collaborate to create common assessments → Use current data to develop student interventions 	<ul style="list-style-type: none"> → Coach teachers with guided reflection → Work in classrooms to implement research-based strategies, demonstrate lessons, engage in co-teaching, observing and giving feedback → Work on universal tier → Facilitate/lead meetings → Facilitate/coordinate cross-curricular opportunities → Facilitate collaboration between General Ed, At-Risk/Special Ed & Extended Learning → Builds congruence among PD, district/building goals, school system initiatives, and teacher leadership → Coach teachers on reading strategies → Ensure integrity of curriculum. → Provide ideas to differentiate instruction → Coach teachers with guided reflection 	<ul style="list-style-type: none"> → Serve as a role model for mentees → Acclimate new teachers to school environment → Advise new teachers on instruction, curriculum, procedures, practices, and school culture → Contribute time and expertise to make significant contributions to the development of the new professionals 	<ul style="list-style-type: none"> → Structure and make use of classroom observations to increase teacher effectiveness → Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students → Assist in recruiting, screening, hiring, training, assigning, evaluating, and dismissing of the school's professional staff and classified staff as outlined by the Board Policy and negotiated agreement → Supervise the maintenance of accurate records on the progress and attendance of students → Maintain high standards of student conduct and enforce discipline as necessary, affording due process for the rights of students → Assist the Activities' Director with the supervision and evaluation of the school's extracurricular programs → Act as liaison between the school and the community