

Your Name Here

Subject area taught

School Name

TEACHER LEADER ROLE OVERVIEW

1. Background and Description

You should give a detailed overview about what your role will “look like” (your responsibilities) and who will be involved in the execution of helping you implement this new role.

2. Role Scope

This section should answer question about what will be done as a part of your teacher leader role, what will not be a part of your role and what the **results** will look like. You should explicitly define the boundaries of your role. Detail all activities /elements that help define what you are doing as a Teacher Leader.

3. High-Level Requirements

Describe the high level requirements for the Teacher Leader role to be successful. For example:

The new Teacher Leader role must include the following:

- Time off each day to plan with teachers
- Access to/ability to attend robust professional development to inform your practice
- A mentor (such as an administrator) that can help you develop your leadership skills

4. Deliverables

List everyone that will be impacted by your new Teacher Leader role. List agencies, stakeholders and specific divisions within your school and district office that could possibly be affected by you. Describe the possible positive and negative impacts of your role.

5. Affected Parties

List affect parties by name, school, classroom, district office division, etc.

6. Specific Exclusions from Scope

Describe what will be excluded from your new role. Describe how you plan to roll out your new role. Will it be rolled out all at once or will certain parts of your role be implemented in phases?

7. Implementation Plan

Include recommendations that lead to a proposed set of goals or solutions that you would like to achieve as a result of your Teacher Leader role. Summarize what you are planning to do and how you are going to meet your goals. Expand on each detail within this section.

8. High-Level Timeline/Schedule

When do you expect each portion of this new role to be implemented? Refer back to step six and for each portion of the roll out you should have a set date/time for completion. In this section you should set goals for planning, designing, developing and deploying your new Teacher Leader role.

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the Teacher Leader/team to proceed.

Name	Title	Date

Approved By

Date

Approved By

Date