

Teacher Leader/Department Chair Application Process

Professional Development Process

To promote growth in our campus leaders and foster continuous improvement, we believe leadership is dynamic, not static, and evolves each year. Emphasizing annual growth over a "grandfathered-in" approach aligns with research-based best practices, creating an environment that supports leadership development and fosters growth for all.



Step 1: Define the Role and Responsibilities

Clearly outline the expectations and key responsibilities of the position to ensure candidates understand the scope and impact of the role.

Step 2: Announce the Opportunity:

Communicate the position's availability, application timeline, and process through staff meetings, email, or other channels.

Step 3: Application Form:

Create an application form that captures candidates' qualifications, leadership experiences, and vision for the role.

Step 4: Screening and Selection Process:

Review applications, conduct interviews, and assess candidates through practical tasks to evaluate their leadership potential and alignment with the school's goals.

Step 5: Evaluation and Decision-Making:

Use a scoring rubric to objectively assess candidates and finalize the selection with input from the committee (if applicable).

Step 6: Announce the Results:

Notify selected candidates, provide feedback to others, and publicly recognize the new leaders to foster excitement and trust.

Step 7: Onboarding and Support:

Provide training, resources, and ongoing mentorship to set up the selected leaders for success in their new roles.

Teacher Leader/Department Chair Application Process

This document outlines a clear and structured process for selecting Teacher Leaders or Department Chairs. It includes application steps, interview guidelines, and evaluation criteria to identify candidates who demonstrate strong leadership, collaboration, and instructional expertise to support their teams and school goals.

Step 1: Define the Role and Responsibilities

Clearly outline the expectations and key responsibilities of a Teacher Leader/Department Chair in the application materials. These may include:

- Facilitating team collaboration and department meetings.
- Supporting instructional improvement and curriculum alignment.
- Mentoring and coaching colleagues.
- Acting as a liaison between teachers and school administration.
- Fostering a positive and inclusive team culture.
- Analyzing data to support student achievement.

Step 2: Announce the Opportunity

Use multiple communication channels (email, staff meetings, bulletin boards) to share the position's availability. Include:

- A brief description of the role and its impact on the school.
- Timeline and deadlines for the application process.
- Details on how to apply (e.g., links, forms).

Step 3: Application Form

Create an application form that captures relevant details and allows candidates to showcase their qualifications, experiences, and vision for the role.

Be sure to include:

- Reflection Questions (These should align with your core values & mission):
 - Why are you interested in becoming a Teacher Leader/Department Chair?
 - How would you foster collaboration and drive instructional improvement within your department?

Step 4: Screening and Selection Process

- Screening - Ongoing process
 - Initial Screening
 - Interview Stage
 - Utilize an impartial and objective rubric.

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Step 5: Evaluation and Decision-Making

Scoring rubric to objectively assess candidates at each stage based on:

- Leadership and communication skills.
- Alignment with school mission and goals.
- Ability to foster collaboration and drive instructional improvement.

(if applicable to your campus) Convene a selection committee to discuss and finalize the decision.

Step 6: Announce the Results

- Notify selected candidates and provide constructive feedback to those not selected.
- Announce the new Teacher Leader/Department Chair to the school community, emphasizing their qualifications and vision.

Step 7: Onboarding and Support

- Provide initial training on the role, expectations, and available resources.
- Schedule regular check-ins and provide mentorship to ensure success.

