



UNC Charlotte · 324 Fretwell · Charlotte, NC 28223  
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### **CTI Teacher Roles and Responsibilities**

#### **CTI LOCAL ROLES**

##### **Local Steering Committee Member (10-12) – \$1,500** (selected each January)

A CTI Steering Committee Member must meet the following requirements:

- Work as a full-time classroom teacher
- Plan on remaining in the district
- Demonstrate great interest in the continuing development of CTI
- Have experience as a Yale National Initiative Fellow
- Participate in Local Seminar in the year of Steering Committee service

A CTI Steering Committee Member must agree to uphold the following requirements:

- Attend and come prepared to monthly Steering Committee meetings with the Director
- Maintain frequent contact with all teachers in the school(s) he/she represents (through presentations and individual consultations), soliciting these teachers for seminar topics ideas, encouraging participation in CTI, and promoting curriculum unit use
- Work closely with designated School Contact(s) to ensure that teachers in the Contact(s) schools remain engaged and informed about CTI
- Establish strong relationships with school administrators and inform them of CTI activities
- Assist the Director in Selecting CTI seminar topics
- Attend both local and national Open Houses to help answer questions
- Review national and local applications and recommend Fellows to the Director for upcoming seminars
- Participate in a local seminar during the year of his/her service
- Urge teachers who are not CTI fellows to participate in Institute activities open to them, including CTI talks and special events
- Collect and distribute in the school information needed for effective program administration, evaluation, development and dissemination

##### **Local School Contact (approx. 40) – no compensation** (selected each January)

A CTI School Contact must meet the following requirements:

- Work as a full-time classroom teacher
- Plan on remaining in the district



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- Demonstrate great interest in the continuing development of CTI
- Participated in a Local or National Seminar at some time

A CTI School Contact must agree to uphold the following requirements:

- Attend annual CTI Teacher Leadership meeting
- Attend CTI Local Open House
- Maintain frequent contact with all teachers in the school(s) he/she represents (through presentations and individual consultations), soliciting these teachers for seminar topics ideas, encouraging participation in CTI, and promoting curriculum unit use
- Keep in close touch with designated Steering Committee member, so each school, and its teachers needs, is represented at the monthly Steering Committee meeting
- Establish strong relationships with school administrators and inform them of CTI activities
- Urge teachers who are not CTI Fellows to participate in Institute activities open to them, including CTI talks and special events
- Collect and distribute in the school information needed for effective program administration, evaluation, development and dissemination

**Local Seminar Coordinator (1/Seminar) - \$1,000**  
(selected each January)

A CTI Seminar Coordinator must meet the following requirements:

- Work as a full-time classroom teacher
- Plan on remaining in the district
- Demonstrate great interest in the continuing development of CTI
- Have experience as a CTI Fellow
- Participate in Local Seminar in the year of Seminar Coordinator service
- Be willing to serve on the Steering Committee in the year of Seminar Coordinator service, if selected

A CTI Seminar Coordinator must agree to uphold the following requirements:

- Attend and come prepared to all Coordinator meetings
- Facilitate local application review process, working closely with teacher Steering Committee
- Monitor and report to the Director on the progress of a seminar and individual participation of each Fellow through observation and conversation with Fellows and Seminar Leaders
- Act as a resource for Fellows by providing information about curriculum unit guidelines, campus facilities, CTI deadlines, and by helping Fellows who have trouble crafting their topics



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- Assist the respective Seminar Leader with administrative details of the seminar (taking attendance, reminding Fellows of deadlines, encouraging Fellows to make and keep appointments for individual meetings with the Seminar Leader, etc.)
- Provide the respective Seminar Leader with information about CTI's policies and Fellows' perceptions of the seminar

**Local Seminar Fellow (12/seminar) – \$1,500**  
(selected each April)

A CTI Local Seminar Fellow must meet the following requirements:

- Teach students full-time in one of the approved CTI schools in CMS
- Commit to full participation as defined by the requirements listed below
- Teach course(s) that relate closely to the seminar topic
- Demonstrate ability to write a meaningful and coherent Curriculum Unit
- Propose a Curriculum Unit that aligns with district standards and school plans so it may be taught in a sustained way
- Receive written Principal guarantee that curriculum unit may be taught
- Submit application on time

A CTI Local Seminar Fellow must agree to uphold the following requirements:

- Attend and participate in all required seminars
- Complete a curriculum unit, subject to the Seminar Leader's approval
- Complete a final seminar evaluation
- Act in accordance with CTI stipulations regarding collaboration and collegiality

**Fellow Emeritus – no compensation**

A CTI Fellow Emeritus must meet the following requirements:

- Have experience as a Yale National Initiative Fellow or as a CTI Fellow

A CTI Fellow Emeritus may participate in the following activities:

- Attend CTI Open Houses
- Serve as CTI ambassador by informing teachers about the program, and encouraging program participation and curriculum unit use
- Serve as additional counsel to the Steering Committee and Institute Director