

# **CTI Teacher Leader Roles and Responsibilities**

## **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 in CMS
- Plan to continue teaching in CMS
- Demonstrate great interest in the continuing development of CTI
- Have at least three years of experience as a CTI Fellow
- Preferably served previously as a CTI Seminar Coordinator

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 Contacts' 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 Open House and special events to help answer questions
- Review applications and recommend Fellows to the Director for upcoming seminars
- Urge teachers who are not CTI Fellows to participate in Institute activities open to them, including CTI talks and special events
- Collect and distribute information needed for effective program administration, evaluation, development and dissemination

## **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 to continue teaching in CMS
- Demonstrate great interest in the continuing development of CTI
- Successful completion of a CTI Seminar (preferably two seminars)
- Participate in 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 application review process, working closely with teacher Steering Committee
- Monitor and report to the Director on the progress of the 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 and CTI deadlines, and helping Fellows as needed in crafting their curriculum units
- 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

**School Contact (approx. 50) – no compensation**  
(selected each January)

A CTI School Contact must meet the following requirements:

- Work as a full-time classroom teacher
- Plan to continue teaching in CMS
- Demonstrate great interest in the continuing development of CTI
- Successful completion of a CTI seminar

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

- Attend annual CTI Teacher Leadership meeting (including Coordinators and Steering Committee)
- Attend CTI 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 topic 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 are 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 information as needed in the schools they represent, to ensure effective CTI program administration, evaluation, development and dissemination

**Seminar Fellow (13/seminar) – \$1,500**  
(selected each April)

A CTI Seminar Fellow must meet the following requirements:

- Teach students full-time in a CMS school
- Plan to continue teaching 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 Seminar Fellow must agree to uphold the following requirements:

- Attend and participate actively in all required seminar meetings
- Complete a CTI 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:

- Successful completion of a CTI seminar

A CTI Fellow Emeritus may participate in the following activities:

- Attend CTI Open House
- Serve as a 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