

The Certified Teacher Executive Designer (TED) is a specialized assignment that leads a small team of teachers, paraprofessionals, aspiring teachers, subject area specialists and expert community volunteers in the class to meet the TED's standards of excellence. TEDs establish each team member's roles and goals at least annually, determine how students spend time, and organize teaching roles to fit each teacher's strengths, content knowledge, and professional development goals. The TED co-plans, co-teaches, models, coaches, and gives feedback. The TED also teaches students part of the time. The TED organizes the team to analyze student-learning data and change instruction to ensure high-growth learning for every child. The TED collaborates with the team, using the team's ideas and innovations that the TED agrees may improve learning. The TED is fully accountable for learning and development of all students taught by the team members. Each TED helps choose and evaluate team members and leads their development, and dismisses low performers when necessary (all in cooperation with the principal).

### **Chain of Command**

This position reports directly to the School Principal. This position is evaluated by the School Principal.

### **Competencies of the Certified Teacher Executive Designer**

The Certified Teacher Executive Designer shall possess a strong passion and commitment for innovation. Additionally, listed below are the competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools. The ability and actions needed to work with others to achieve shared goals.
- **Cultural Engagement:** Noticing, anticipating, and acting to meet people's practical and emotional needs, considering the possible effect of culture, past experiences, or personal characteristics—including race, gender, sexual orientation, religious, economic, and/or other backgrounds—in order to create positive impact on individuals and groups.
- **Developing Others:** Influence with the specific intent to increase the short- and long-term effectiveness of another person.
- **Flexibility:** The ability to adapt one's approach to the requirements of a situation and to change tactics.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Initiative & Persistence:** The drive and actions to do more than is expected or required in order to accomplish a challenging task. Deals effectively with pressure; remains optimistic and persistent, even under adversity.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

## **Essential Duties of the Certified Teacher Executive Designer**

The Certified Teacher Executive Designer will serve at an assigned school site.

### **Planning and Preparation**

- \* Set high expectations of achievement that are ambitious and measurable for all students taught by team
- \* Establish methods and create instructional tools and materials that team teachers use in the classroom
- \* Set direction, verbally and with tools and materials, that clarify content and teaching process
- \* Lead team to:
  - plan backward to align all lessons, activities, and assessments
  - design instruction that is enriched (developing higher-order thinking skills) and personalized (reflecting learning levels and interests of individual students)
  - design authentic assessments that accurately assess student progress
- \* Reviews and researches curricula; designs staff development programs; develops and manages budgets and expenditures

### **Classroom Environment**

- \* Lead team to:
  - hold students accountable for high expectations of behavior and engagement that are ambitious and measurable
  - create physical classroom environments conducive to collaborative and individual learning
  - establish a culture of respect, enthusiasm, and rapport

### **Instruction**

- \* Lead team to:
  - hold students accountable for ambitious, measurable standards of academic achievement
  - identify and address individual students' social, emotional, and behavioral learning needs and barriers
  - identify and address individual students' development of organizational and time-management skills
  - invest students in their learning using a variety of influence techniques
  - incorporate questioning and discussion in teaching
  - incorporate small-group and individual instruction to personalize and tailor instruction to individual needs
  - monitor and analyze student assessment data to inform enriched instruction by teacher
  - communicate with students and keep them informed of their progress
- \* Prepares and delivers instruction appropriate to the student population including differentiated curriculum to address learning styles, behavior problems, and students with special needs; determines instruction techniques, strategies, and methods; schedules activities; develops and implements curriculum including determination of instructional resource use and delivery

### **Professional Responsibilities**

- \* Solicit and eagerly receive feedback from supervisor and team members to improve professional skills
- \* Lead team to maintain regular communication with families, and work collaboratively with them to design learning both at home and at school, and to encourage a home life conducive to learning success
- \* Organize and schedule team time to ensure alignment of instructional vision and delivery
- \* Determine how students spend instructional time based on instructional skills and content knowledge of teachers in team
- \* Allocate instructional process elements (lesson planning, large-group instruction, small-group instruction, individual

interventions, data analysis, etc.) among team of teachers based on teacher strengths, content knowledge, and professional development goals

- \* Allocate non-instructional administrative duties among team of teachers
- \* Model instructional tasks to aid team development
- \* Clarify and adjust team members' roles and provide feedback, developmental advice, and assignments to develop their effectiveness
- \* Participates in school and learning-related extracurricular activities and professional development; assists in the review, adoption and maintenance of District materials; trains staff on the use of programs, models, technologies, and other materials

#### **Minimum Qualifications**

Bachelor's Degree or post bachelor degree in education is required

Valid Arizona Teacher Certification and seven years or more of teaching experience

Valid Arizona Fingerprint Clearance Card

Prior evidence of high-progress student outcomes in the relevant subjects (in the top 25% compared to other teachers in a state or on national tests)

Demonstrated effectiveness working with people who have differing cultural backgrounds and/or personal characteristics, including race, religion, gender, sexual orientation, or economic differences.

Experience successfully leading and managing a team of adults to accomplish goals

Knowledge and experience in the development of curriculum, assessments and professional development

#### **Preferred Qualifications**

M.A.Ed. in Curriculum and Instruction, Elementary Education and/or Education Leadership or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

#### **Calendar and Compensation**

Teacher Executive Designer Lead - Full-time Certified position

235 Day Certified Calendar (8 hour per day plus 30 minute lunch-Teacher-leader has built-in planning and collaboration times to complete administrative tasks, analyze data, plan instruction, and manage the team)

Certified Teacher Salary Schedule plus a \$18,000 Stipend.

Teacher Executive Designer -Full-time Certified position

225 Day Certified Calendar (8 hour per day plus 30 minute lunch-Teacher-leader has built-in planning and collaboration times to complete administrative tasks, analyze data, plan instruction, and manage the team)

Certified Teacher Salary Schedule plus a \$12,000 Stipend.

Date Revised

2.9.2022