

RECEIVED MAY 03 2010



# Pond Cove School

GRADES K - FOUR  
12 Scott Dyer Road  
Cape Elizabeth, Maine 04107  
(207) 799-7339

Principal  
THOMAS EISMEIER

Dear Alan,

I am writing to confirm that Linda Alfiero will be the Pond Cove Teacher Leader for 2010-12. Linda's application packet is attached, along with the job description. Because the specific area of assignment is not included in the job description, I am also confirming the Linda's focus will be K-5 literacy.

Linda is very excited about this opportunity to strengthen curriculum, instruction, and assessment both here and in the middle school.

The Team Leaders fully support Linda's application, and they, as well as the rest of the faculty, are looking forward to working with her. I am confident that she will perform admirably.

Please let me know if you have any questions, and thank you for your support of teacher leadership.

Yours truly,

A handwritten signature in cursive script that reads "Tom".

Tom Eismeier

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** Pond Cove Teacher Leader

### **QUALIFICATIONS:**

#### **Education/Certification:**

- Maine certification as a teacher
- Masters degree completed or in process

#### **Special Knowledge/Skills:**

- Working knowledge of elementary curriculum, professional development and assessment
- Excellent skills in communicating and collaborating with staff

**REPORTS TO:** Principal of Pond Cove Elementary School

**JOB GOAL:** Promote the improvement of instruction, student and teacher learning.

### **PERFORMANCE RESPONSIBILITIES:**

The Team Leader's responsibilities shall include, but not be limited to, the following as requested and/or directed:

1. Observe in classrooms and meet with each grade level/department at beginning of year to become acquainted with each team.
2. Help connect teachers to internal and external resources for professional development.
3. Coordinate/facilitate learning opportunities at the teachers' requests.
4. Provide new teacher support.
5. Provide focused follow up (personal check-ins, program evaluation) to teachers implementing instructional initiatives.
6. Helping find resources related to instructional/changing practice needs (instructional support.)
7. Attend team meetings regularly and be a member of Team Leaders.