Team Leader Role and Responsibilities

Role: The team leader will be assigned specific programs and will work with/mentor/monitor these programs prior to the start of the program, during the actual program and after the program ends.

Once programs are assigned to a team leader, the team leader will:
1. review the initial proposal, budget and the revised budget
2. review any previous site visitor reports and program reports, if applicable
3. contact the program director and begin the process of building a team relationship
4. provide guidance on the use of curriculum training materials (the Online Curriculum Development Guide), the STARTALK Curriculum Template(s), LinguaFolio, etc.
5. provide feedback on the program’s curriculum template
6. establish an ongoing communication plan and a timeline for the revision process for the curriculum template
7. ensure that the curriculum template is complete ten days prior to the start of the program
8. clarify the process for submitting the final curriculum template

Prior to the initial site visit, the team leader will:
1. discuss the program visit checklists and the site visitor report with the program director
2. clarify the protocol for site visits with the program director: meetings, classroom observations, interviews and debrief
3. request a lesson plan for the day of the site visit
4. function as a site visit team leader by coordinating on site travel arrangements for other team members

During the site visit, the team leader will:
1. coordinate a breakfast meeting on the day of the site visit with the site visit team to share pertinent information and to assign team members to various tasks during the visit
2. participate in the site visit and ensure that the prescribed protocol is followed: meetings, classroom observations, interviews and debrief
3. arrange a time for the visiting team to meet to discuss what will be shared during the debrief meeting at the end of the visit
4. facilitate consensus on findings and recommendations from the site visit team
5. ensure that the site visit team produces a report to be submitted to STARTALK Central within one week.
6. Report to STARTALK Central if and when subsequent site visits should be scheduled

At the conclusion of the summer program, the team leader will:
1. consult with program directors as they reflect on their experiences and prepare their final reports
2. encourage program directors to reflect on and respond to the STARTALK site visitor report in their final reports