



Affinity Group Leader Job Description

Overview

As part of the [New Teacher Experience](#) (NTE), Affinity Groups provide support for beginning teachers across Louisiana through monthly virtual meetings.

The goals of these groups include:

- Creating a pathway for novice teachers to experience socialization and collaboration with their peers.
- Linking new teachers by a common purpose or interest (teachers of students with significant cognitive disabilities, second grade teachers, etc.).
- Ensuring an inclusive environment where new teachers are valued, included, and empowered to succeed.
- Improving their craft through discussion, collaboration, and purposeful materials and leadership in each group.
- Building new teachers' confidence in their abilities to instruct students and manage classrooms.

The role of [Affinity Group Leaders](#) (AGL) is to plan and facilitate nine, monthly virtual sessions of up to 20 new educators that will address new teachers' needs. They will work with group members to determine the logistics of each meeting to ensure participation. The AGL will attend one, eight- hour, in person training on **December 1, 2022 from 8 a.m. to 4 p.m.** Breakfast and lunch will be provided.

Anticipated number of virtual meetings

Month	Number of Meetings
January	1
February	2
March	2
April	2
May	2

General Responsibilities

AGLs provide leadership and support for novice teachers during a monthly virtual meeting.

Responsibilities include:

- Providing assistance to new teachers in classroom organization and management, instructional planning, delivery of effective instruction, and differentiation.



Affinity Group Leader Job Description

- Providing content and curricular support to reduce the achievement gap and meet the learning needs of all students.
- Developing mentee capacity in both content and instructional pedagogy.
- Creating an environment and community among educators who have a similar grade level or content area with other group members.
- Leading monthly meetings via Zoom, or another virtual platform, for group members and present the material provided for them as well as provide insight and first hand experience.
- Develop and implement monthly agendas for affinity group meetings and effectively lead monthly sessions tailored to group members needs.
- Conduct needs assessments to determine groups members' needs.
- Participating in training, and provide feedback upon completion of each meeting.
- Solicit feedback from participants at the conclusion of each meeting to ensure continuous improvement of sessions.
- Tracking attendance and participation of group members.
- Sharing resources and tools with new teachers to support their growth and development.

Equipment Used

Affinity group leaders will use a variety of technologies used for instruction in the classroom.

The AGL will:

- Use a computer with webcam and microphone,
- Respond to and send emails in a timely manner
- Ability to operate Zoom (or another platform for virtual meetings)
- and need to have a general understanding and the capability to present Google Slides.

AGLs will be provided online support and training in Coursera with staff from Louisiana Tech University.

Supervision

AGLs will work under the immediate supervision of Molly Rainwater with Louisiana Tech University.

Qualifications

- Strong mentoring skills
- Strong communication skills
- Evidence of effective teaching
- Two letters of recommendation from school system personnel
- Ability to lead a group of 20 members virtually monthly
- Ability to provide sound advice about good practice, what has worked, what doesn't work, and the rationale for each

How to apply

Complete this [application](#) no later than **November 8, 2022**. Please submit the complete application along with two letters of reference.



Affinity Group Leader Job Description

The selection process will close on **November 16, 2022** and selected candidates will be notified by **November 18, 2022 via email**.

Structure

Each meeting topic and agenda will be planned two weeks in advance. The material used to guide the meeting (an agenda) will be provided to guide pacing, topics of discussion, data, and general questions to direct the conversation and spark thoughts or ideas among educators. NTE Affinity Groups will meet synchronously on a date/time that accommodates most members of the group. Each session will be recorded.

Training

AGLs will be required to attend an eight-hour in person training at Louisiana Tech University in Ruston, Louisiana on December 1 (location subject to change).

Training will focus on the following topics:

- relationship building
- coaching
- collaborative structures for adult learners

Certificate of Completion

Upon successful completion of roles and responsibilities as assigned, AGLs will receive a certificate of completion of successful leadership and mentorship through Louisiana Tech University and Coursera.

Compensation

AGLs will be compensated \$2,500 for successful completion of all duties and responsibilities.

This payment is for:

- Planning and leading nine affinity group virtual meetings.
- Debriefing calls with the project director.
- Attending training, and costs associated with that training.

Payments are estimated to be scheduled as follows:

- \$500 after completion of training and first Affinity Group meeting
- \$1000 after completion of responsibilities and leading Affinity Group meetings in February and March
- \$1000 after completion of responsibilities and leading Affinity Group meetings in April and May

Questions about the AGL application can be sent to mhill@latech.edu.