



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.
- 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 ten, 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 in-person training on **July 24, 2023 from 8 a.m. to 4 pm** Breakfast and lunch will be provided.

General Responsibilities

AGLs provide leadership and support for novice teachers based on new teachers self-identified needs during each monthly virtual meeting.

Responsibilities include:

- Lead monthly meetings via Zoom, or another virtual platform, for group members and present the material provided for them as well as provide insight and firsthand experience.
- Conduct needs assessments to determine group members' needs.
- Develop and implement monthly agendas for affinity group meetings and effectively lead monthly sessions tailored to group members needs.
- Provide assistance to new teachers in classroom organization and management, instructional planning, delivery of effective instruction, and differentiation.
- Provide content and curricular support to reduce the achievement gap and meet the learning needs of all students.
- Develop mentee capacity in both content and instructional pedagogy.
- Create an environment among educators who have a similar grade level or content area with other group members.
- Participate in mandatory training, and provide feedback to supervisors upon completion of each meeting.
- Solicit feedback from participants at the conclusion of each meeting to ensure continuous improvement of sessions.
- Track and submit attendance and participation of group members within 24 hours of completion of each meeting in Google Drive.
- Share resources and tools with new teachers to support their growth and development.



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Equipment Used

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

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

Supervision

AGLs will work under the immediate supervision of Molly Rainwater, Chris Brooks, Claudia Haynes, Scott Martin, Shea Lowe, and Morgan Fitch with Louisiana Tech University.

Qualifications

- Strong mentoring skills
- Strong communication skills
- Evidence of effective teaching
- Two names and contact information for reference
- 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 **June 12, 2023**. Please submit the complete application along with two reference contacts.

Selected candidates will be notified by **June 16, 2023**, via email to set up virtual interviews. The virtual interview process will take place between **June 20 - June 22, 2023**.

Final decisions will be made no later than **June 27, 2023** and candidates will be notified via email.

Structure

Each meeting topic and agenda, based off of the data from a Needs Assessment, will be planned two weeks in advance. The material used to guide the meeting 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. Affinity Meetings will not feel like, or be presented as, professional learning. Affinity Group Members are encouraged to and should have a voice to discuss obstacles and successes in their classrooms. Affinity Group meetings will provide opportunities for collaboration among other members. NTE Affinity Groups will meet synchronously. 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 July 24 (location subject to change).



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Training will focus on the following topics:

- relationship building
- planning productive meetings based on Needs Assessment
- 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 the successful completion of all duties and responsibilities.

This payment is for:

- Planning and leading ten affinity group virtual meetings.
- Submission of all required documents: agenda, attendance, recorded meetings, Needs Assessments, and Satisfaction Surveys
- Debriefing calls with the project director.
- Attending training, and costs associated with that training (e.g, travel expenses).

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 one Affinity Group meeting a month from August-December (five meetings total)
- \$1000 after completion of responsibilities and leading the remaining five Affinity Group meetings each month from January- May (five meetings total).
- Affinity Group Leader will lead a total of ten meetings between August-May.

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

For more information, please visit: <https://education.latech.edu/new-teacher-experience/>

