

## TQE Building Contact Responsibilities

**Overall Role:** Serve as a liaison between the Teacher Quality Enhancement Center and your own school by being knowledgeable and active in TQE initiatives.

Specific responsibilities:

1. Attend all 3 building contact meetings to receive full compensation (compensation remains the same as the 2005-06 academic year)
2. Coordinate and arrange subs for co-planning/complete necessary paperwork
3. Keep building administrator informed of TQE activities
4. Get on faculty meeting agendas on a regular basis and share TQE initiatives
5. Lead teachers/administrators in completing the online professional development needs survey
6. Help schedule and coordinate P12 student assessments
7. Schedule and coordinate end of experience focus groups and encourage teachers and teacher candidates to complete the end of experience survey
8. Inform staff of and encourage them to participate in TQE events, workshops, meetings and opportunities
9. Explain and clarify TQE program to teachers and administrators
10. Distribute information via email, flyers, handouts to PO boxes, etc.
11. Be supportive of cooperating teachers, teacher candidates, and university supervisors. Provide link to co-teaching specialists when needed
12. Provide input to TQE staff on how to improve initiatives