

## **ROLE OF GATE TEAM LEADERS**

### **I. AT THE SCHOOL SITE**

- Coordinate GATE program planning, implementing, budgeting, and evaluation with site administrators, teachers, and parents. Monitor the budget during the school year.
- Establish and maintain communication and cooperation
  - among team members,
  - with GATE parents, and
  - with GATE-DAC representative.
- Support new GATE teachers.
- Support teachers undergoing certification and provide leadership by encouraging on-going staff development.
- Schedule site GATE parent meetings together with the DAC representative, and encourage parents to attend GATE events.
- Work with site governance team and make certain that GATE is represented at each meeting.
- Encourage GATE teacher participation in professional development opportunities, e.g. ASDEG Conference, CAG Conference, Distinguished Lecturer Series, Advanced Placement (AP) and pre-AP training, etc.

### **II. WITH THE GATE OFFICE**

- Be a two-way communication link with the GATE office by
  - disseminating information from the GATE office to site staff, and by
  - forwarding important information for the site to the GATE office, including site needs.
- Perform record-keeping and administrative responsibilities by
  - attending Team Leader meetings convened by the GATE office;
  - downloading, coordinating, and submitting the Program Summary and Accountability Plans to the GATE office both electronically and in hardcopy;
  - submitting a comprehensive site Master Schedule and GATE Teacher Roster;
  - turning in your site's GATE budget to the GATE office; and
  - attending or appointing someone to attend your feeder pattern vertical team meetings.