

# District Council Representative

## Primary Role

The District Council Representative

- Acts as a liaison between the school district and DCNTP
- Supports and leads initiatives that strengthen district mentoring and induction programs
- Communicates district needs regarding teacher induction and mentoring to the DCNTP staff
- Serves as a primary contact for all communications to and from DCNTP

## Responsibilities

- Actively participate in meetings:
  - be prepared with suggestions, questions and concerns from your district
  - be willing to share ideas and information as requested
- Enhance and enrich your district's induction program with learning from other districts
- Secure two representatives per district, including the administrator responsible for the mentor/induction program and one lead mentor/teacher leader
- Both representatives should attend all District Council meetings
- If one rep cannot attend, provide an assigned alternate attendee
- Communicate minutes and information to home district's steering committee/advisory council, administrators, board members and others as appropriate
  - Share e-mails throughout the district
  - Leave District Council meetings with to-do list for home district
  - Share your induction successes with other districts
- Communicate DCNTP services with appropriate district individuals—for example, seminars, forums, workshops, and breakfasts
- Act as a lead and primary point of contact from DCNTP to your district regarding issues specific to your district such as workshop registration, disseminating information, unique needs in your context