

Lighthouse Team Roles

ROLE DESCRIPTIONS

HIGHLY RECOMMENDED ROLES	FACILITATOR	Organizes and schedules the meetings and prepares the agenda.
	ADMINISTRATIVE ADVISOR (PRINCIPAL)	As an advisor, the principal is an integral part of the team but is not necessarily the decision maker on all things. The principal clears the path for Lighthouse activities by answering questions; coordinating with other initiatives; and providing information regarding budgets, resources, etc.
	WEBMASTER	Tasked with ensuring that all staff have access to <i>The Leader in Me</i> website and its resources. He or she should have a record of all login information and inform all staff of any changes, updates, and new information that comes in regarding the website.
	TRAINING COORDINATOR	Takes the lead in training new staff and ensuring ongoing staff development around the 7 Habits and <i>The Leader in Me</i> .
	FAMILY SPECIALIST	Involves parents and families in the leadership model, including schoolwide events. Coordinates educating families about the 7 Habits and <i>The Leader in Me</i> .
OPTIONAL ROLES	SCRIBE	Takes notes and distributes them.
	PHOTOGRAPHER	Documents activities with pictures and/or video.
	RESOURCE SCOUT	Helps find available funds and other resources to support initiatives.
	FUN CZAR	Helps ensure there is a component of fun in meetings and activities.
	DATA AND RESULTS TRACKER	Compiles and communicates data related to the success of <i>The Leader in Me</i> and its impact on students, staff, families, and the community.
	STUDENT WORK COLLECTOR	Collects great examples of student work that demonstrates leadership and publishes them (with permission) on the website and within the school.
	STORYTELLER	Documents stories of leadership and greatness and shares them (with permission) on the website and with appropriate school stakeholders.
	DOCUMENT SPECIALIST	Helps to create and update key documents related to the school's implementation of <i>The Leader in Me</i> .