

# POSITION DESCRIPTION

Valley Center USD 262

<b>Position Title:</b>	District Leadership Team Representative
<b>Department/Location:</b>	PLC Team Leader
<b>Position Qualification:</b>	Licensed
<b>Reports To:</b>	Director of Learning
<b>Terms of Employment:</b>	Supplemental contract for the duration of one school year
<b>Approved By:</b>	BOE
<b>Revised:</b>	December 2015

## GENERAL

The District Leadership Team Representative/PLC Team Leader is the person responsible for seeing that the team accomplishes its work and encourages group effectiveness skills. The leader provides guidance, support, and structure to facilitate contributions from all members. To keep the team moving forward, the leader shapes meeting agendas to ensure critical issues related to the four PLC Guiding Questions are addressed and that the analysis of building, department/grade level, and classroom data drive continual team dialogue and decisions.

*The team leader has knowledge of:*

- the Valley Center District Strategic Plan Goals and Objectives
- the PLC vision at Valley Center USD 262: high expectations, collaborative culture, and use of data to improve student learning
- grade/department, guaranteed curriculum, state standards, common assessments, state assessments, and interventions/extensions for student learning
- how to organize and present data related to student achievement using a data-driven dialogue model
- how to establish rapport and build trust among team members
- the importance of being a positive role model
- the importance of shared decision making and leadership

## DESIRED SOFT SKILLS

- Adaptability-adjusts to new conditions and demonstrates flexibility in thinking with tasks, responsibilities, and people
- Collaboration skills-works well with others as part of a team to accomplish a goal or task
- Integrity-demonstrates honesty and high ethical standards in relationship to all areas of employment
- Innovation-generates creative solutions to work situations, organizational problems, and opportunities
- Initiative-proactively seeks ways to solve problems, handle situations, and improve work situations and is resourceful
- Ability to build rapport-proactively builds relationships and gets along well with others

## QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred.
- Valid Kansas teaching license with appropriate endorsement(s).
- Ability to effectively use Microsoft Office software; including the use of Excel spreadsheets and district email.
- Ability to organize and coordinate district wide program.
- Ability to interpret data.
- Knowledge of curriculum and instruction.
- Strong organizational, communication and interpersonal skills.
- Ability to work in a fast-paced environment and maintain confidentiality at all times.
- Must support district goals and objectives.

## ESSENTIAL FUNCTIONS

- Models and applies the collaborative norms with a **committed focus on improving student learning**
- Facilitates team meetings and delegates responsibilities to other team members
- Uses DuFour's PLC Guiding Questions as well as the Valley Center Strategic Plan Goals and Objectives to facilitate short

- term and long term goal setting within teams
- Collaboratively designs meeting agendas that focus on DuFour’s questions, embed professional learning, and supports data analysis of common assessments
- Updates PLC folder in Google Drive regularly and documents summary of decisions
- Gathers and disseminates information, data, and materials through data-driven dialogue
- Keeps group focused on tasks and timelines/deadlines
- Supports systemic district communication by sharing important information related to curriculum, instruction, and assessment, including technology integration
- Collaboratively plans for and facilitates continued curriculum alignment, development of common assessments, and unit planning to support the district curriculum mapping initiative
- Serves as a liaison among PLC, DLT, and administration while providing guidance and communication regarding district goals
- Serves as a technology representative and provides guidance and communication concerning technology integration and needs
- Recommends and assists with professional development
- Learns and stays current with educational trends, policies, etc.
- Listens with an open mind
- Collaboratively analyzes student work samples to help calibrate district and team expectations
- Communicates and collaborates with the administrative designee for your PLC
- Models and applies the Norms of Collaboration to promote effective communication and teamwork
- Actively participates in required District Leadership Team professional development opportunities and meetings
- Provides guidance and recommendations on proposed curriculum, instruction, and assessment changes (CIA Change Proposal Form)
- Analyzes and responds to district data
- Practices collaborative skills to promote a higher level of collaboration within PLC Teams
- Identifies and advocates for professional learning opportunities based on building and PLC needs
- Reviews and implements the District Technology Plan
- Regular attendance at all DLT and PLC meetings is required

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. Specific vision abilities required by this position include close vision and distance vision. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and other workers. Occasionally, the position requires the employee to work irregular or extended hours; direct responsibility for the safety; well-being or work output of other people; and meet multiple demands from several people.

## WORK ENVIRONMENT

The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

I have read and understand the position description. After reviewing, I agree to perform all the functions and skills mentioned to the best of my ability and agree that I am able to perform the above mentioned qualifications and physical demands without reasonable accommodations. If reasonable accommodations are needed, I will provide that information at the bottom of this position description.

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Name

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Date

Reasonable accommodations needed to perform the essential functions of the above mentioned position: