



TREYNOR COMMUNITY SCHOOLS

Position: MS/HS PLC Facilitator (One facilitator per group)

Stipend: \$1,000

Total Number of Personnel: 6

Days Beyond Contract: 0

Reports to: Building Principal

Job Description: The PLC Facilitator will support and facilitate PLC groups to ensure the implementation of protocols, promote positive collaboration within a team, help determine what data are needed, how data are used to inform student instruction, and guide teams to implement the Iowa Instructional Framework in collaboration with the building principal and Instructional Leadership Team. PLC Facilitators will continue to fulfill 100 % of their classroom duties.

Primary duties include:

- Facilitate/lead PLC meetings.
- Collaborate with the building administrator to identify ways he/she can support the learning teams.
- Communicate and support specific expectations for PLC teams.
- Organize and catalog PLC evidence, including agendas, notes, datasheets.
- Facilitate the development of SMART goals and action plans; track progress towards goals.
- Facilitate the development and implementation of the Iowa Instructional Framework.
- Facilitate the collection and analysis of the evidence of student learning.
- Support a collaborative culture.
- Guide teams in setting weekly agendas. Ensure team notes are recorded and accessible.
- Guide teachers to becoming self-reflective and continuous learners.
- Post/share PLC documents in location (shared folder) designated by the district.
- Share knowledge of the PLC process with team members.

Expectations Include:

- Participate in leadership meetings at least 2 times per year with all TLC Leadership positions.
- Participate in all Professional Development sessions.
- Participate in PLC and curriculum-related trainings as appropriate.
- Provide documentation on duties performed.
- Promote the expectations of the school district in a positive way.
- Works collaboratively with all TLC teacher leaders and administrators to provide seamless implementation of the TLC plan.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____