



## TREYNOR COMMUNITY SCHOOLS

**Position:** District Leadership Team (2 for the Elementary & 2 for 6-12)

**Stipend:** \$500

**Total Number of Personnel:** 4

**Days Beyond Contract:** 2

**Reports to:** *Superintendent*

**Job Description** — These members will collaborate with the Superintendent and TLC Curriculum and Professional Development Lead to analyze the impact of district leadership plan on student achievement. **These members will also serve on the Building Leadership Team and as a PLC Facilitator.** The DLT will continue to fulfill 100% of their classroom duties.

### **Primary duties include:**

- In collaboration with the Superintendent and TLC Curriculum and Professional Development Lead, the DLT will develop and assure the implementation and evaluation of a district leadership plan.
  - Serve as a voice for peers while working with the Superintendent and TLC Curriculum and Professional Development Lead.
  - Perform duties as a Building Leadership Team member.
  - Contribute expertise to examine initiatives and their effect on student learning.
  - Provide insights into current practices to best serve student populations.
  - Support the TLC and professional learning efforts in the district to facilitate student achievement.
  - Serve and participate on the SIAC committee.
  
- In collaboration with the building principal and Instructional Leadership Team, the BLT will develop a district leadership plan, assure implementation, and evaluate the impact of the plan on student learning.
  - Serve as a voice for peers while working with the administration.
  - Examine the impact of building initiatives and their effect on student learning.
  - Provide insights into current practices to best serve student populations.
  - Support the TLC efforts in the district to facilitate student achievement.
  - Create and gather the results of a building survey in his/her respective building on the building leadership plan.

- Serve as a member of the Instructional Leadership Team.
  - Meet regularly to evaluate progress toward the goal of full implementation of the Iowa Instructional Framework.
  - Provide professional development on the Iowa Instructional Framework

**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 building and/or district observation days.
- Serve on or lead curriculum/PLC/grade level team as assigned.
- Provide documentation of duties performed.
- Promote the expectations of the school district in a positive way.

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:** \_\_\_\_\_