



TREYNOR COMMUNITY SCHOOLS

Position: K-12 Content/Curriculum Lead

Stipend: \$5,000

Total Number of Personnel: 1

Days Beyond Contract: 5 (40 hours)

Reports to: *Superintendent*

Job Description — The K-12 Content/Curriculum Lead will collaborate with the superintendent, building principals and building content leads to oversee the major functions of the four phases of the TCSD Curriculum Review Process. This TLC personnel will continue to fulfill 100% of their classroom duties.

Primary duties include:

- 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 district goals.
 - Provide professional development.
- Serve as a PLC Facilitator
 - Facilitate/lead PLC meetings in grade level and/or curricular area.
 - 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, data sheets, formative and summative assessments.
 - Work with the team to develop SMART goals and action plans; track progress towards goals.

- Work with the team to develop and implement frequent formative assessments.
- Work with the team to collect and analyze evidence of student learning.
- Work with the team to develop and implement targeted interventions and enrichment based on evidence of student learning.
- Guide teams in setting weekly agendas. Ensure team notes are recorded and accessible.
- Post/share PLC documents in location (shared folder) designated by the district.

Expectations Include:

- Participates in leadership meetings at least 2 times per year with all TLC Leadership positions.
- Participates 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.
- Serve as the grade-level or building-level contact for support when teachers need or request assistance.
- 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:** _____