



TREYNOR COMMUNITY SCHOOLS

Position: Building Leadership Team

Stipend: \$1000

Total Number of Personnel: 6 (2-Elem., 2-MS, 2-HS)

Days Beyond Contract: 1 day (8 hours will be spread across the school year)

Reports to: *Building Principal*

Job Description — The BLT will collaborate with building principal to evaluate the impact of professional learning on student achievement. These TLC personnel will continue to fulfill 100% of their classroom duties.

Primary duties include:

- In collaboration with the building principal, the BLT will develop a building leadership plan, assure implementation and evaluation of the plan that aligns with the district leadership plan.
 - 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 building leadership plan.

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:** _____