



TREYNOR COMMUNITY SCHOOLS

Position: Elementary PLC Facilitator

PLC Groups: K, 1st, 2nd, 3rd, 4th, 5th

Stipend: \$125/quarter

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, guide teams to implement the multi-tier system of supports (MTSS) process with fidelity, and assist with the facilitation of curriculum development within PLC teams in collaboration with the building principal and TLC curriculum and professional development lead. This work includes discussions related to instructional materials/program review, determination of essential standards, development and use of learning targets, and writing of assessments (formative and summative). PLC Facilitators will continue to fulfill 100 % of their classroom duties.

Primary duties include:

- 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.
- 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:** _____