

Durango School District 9-R
Instructional Leadership Team Member Job Description

Summary: The Instructional Leadership Team Member works with the principal and the school leadership team to help set the direction and design the appropriate action steps for school improvement. As a member of the team, they assist in taking responsibility for activating the school improvement plan and the district's Teaching and Learning Plan through school-based professional learning. They assist in the ongoing monitoring of the plan to ensure improved academic results for students and increased professional learning for the staff.

The ideal candidate will:

- Have a working understanding of Professional Learning Communities and the capacity to implement effective PLC meetings that lead to improved outcomes for students
- Have demonstrated evidence of the ability to form collaborative relationships with building and district staff
- Be respected by staff members for their contributions to the profession and be recognized as a leader
- Have the capacity to view the organization through a variety of lenses and help shape systems and processes
- Be able to utilize district data base systems and facilitate conversations utilizing student performance data
- Be able to plan and deliver professional development to staff that reflects the needs of the staff and students
- Be able to plan and conduct formative and summative assessments that inform instructional practices
- Believe that the ongoing collection of student data allows for identifying strengths and areas for improvement
- Be able to assist in facilitating the peer observation process for the building.

Specific Responsibilities:

1. Is an active participant of the Instructional Leadership Team at the school and district levels. Assists in the development of the school Unified Improvement plan and the Building Action Plan that supports it.
2. Proactively communicates with stakeholders and assists in facilitating and fostering communication channels within the school.
3. Provides evidence of the effective implementation of the Building Action Plan that drives the Unified Improvement Plan during the building data and midyear review(s) and at the end of the year.
4. Facilitates Professional Learning Communities. The Professional Learning Communities focus their work around the four PLC questions:
 - a. What should students know and be able to do?
 - b. How do we know they know it?
 - c. What do we do when students don't know it?
 - d. What do we do when students already know it?
5. Participates in and collaborates during the Building Instructional Leadership Team meetings as requested by the Principal.
6. Monitors and evaluates the implementation of the district's Personalized Competency Based Learning System within the school through review of data collected on walkthrough tools.
7. Conducts classroom/building visits as a member of the Instructional Leadership Team and uses data to assist in determining next steps for the building.
8. Assists in the hiring and mentoring of new staff within the building.
9. May be asked to provide input into the design of the Master Schedule; assignment of staff.
10. Participates in the development of a Teacher for Teacher rotation schedule.
11. Participates in training for reaching consensus through the interest-based process.
12. Participate in the determination of how teacher work time will be distributed in accordance with the Master Agreement, Article 26.6, using the interest-based process.
13. Participate in the determination of school-based clubs and activities that meet the diverse needs of students.

Compensation: 20 Points and continuing education units for re-certification: up to 14 after school meetings,