



**TITLE: PLC Leader for Schools for Rigor (TLC)**

**POSITION INVENTORY: C52**

**DEPARTMENT:** Teaching and Learning

**FLSA STATUS:** Exempt

**REPORTS TO:** School Principal

**FT/PT:** Part Time

**BASIC FUNCTION:** Provides leadership for school PLCs who are engaged in the Demonstration Site Schools of Rigor work. The position provides the school leadership with additional support to carry out the critical function of effective PLCs focusing on rigorous standards-based teaching and learning in all phases – planning, delivery, reflection, and adjustment. PLC leaders may be expected to organize and catalog the PLC evidence including, but not limited to: PLC agendas, notes, data examined, common formative assessments, responses to four essential PLC questions. Assists PLC with identifying norms, priorities, and guidance for all PLC members. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the School Principal. PLC Leaders are 100% in the classroom with a salary supplement and additional contract days for training.

**ESSENTIAL FUNCTIONS:**

1. Perform organizational duties to support the ongoing work of the school PLC.
2. Report directly to the principal of the school for guidance and direction of duties.
3. Foster collaboration and teacher leadership.
4. Invite ongoing communication and collaboration with principals and site leadership to ensure coherence between PLC activities and school expectations.
5. Participate actively on the School Leadership Team.
6. Maintain and submit required documentation.
7. Demonstrate the highest standards of honesty, integrity, flexibility and responsiveness.
8. Attend required summer training dates and times that will be provided on or before May 15th.

**HIRING SPECIFICATIONS:**

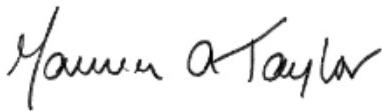
Required:

1. Iowa teaching license.
2. At least three years of teaching experience with at least one year of teaching experience with the Des Moines Public Schools.
3. Demonstrated record of exceptional teaching skills as reflected in the learning levels of students.
4. Knowledge of current trends in professional development and education best practices.
5. Exceptional communication skills, including oral, written, and presentation skills.
6. Effective interpersonal and collaborative skills.
7. Competency working in a culturally diverse environment or the willingness to acquire these skills.

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing			X	
B.	Walking			X	
C.	Sitting			X	
D.	Bending/Stooping		X		
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (10 lbs)		X		
I.	Carrying (20 feet)		X		
J.	Manual Dexterity Tasks				
	Telephone			X	
	Computer			X	
	Other				
K.	Working Conditions				
	Inside				X
	Outside		X		
	Extremes of Temperature/Humidity		X		

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



\*Human Resources Manager

\*This job description is not approved without the signature of a Human Resources Representative. Date: 3/31/2017