



**TITLE: (TLC) Professional Learning Community (PLC) Secondary District Facilitator**

**POSITION INVENTORY: C 52**

**DEPARTMENTS:** Office of Schools

**FLSA STATUS:** Exempt

**REPORTS TO:** Principal

**FT/PT:** PT

**RECIEVES GUIDANCE FROM:** TLC Coordinators & Curriculum Coordinators

**BASIC FUNCTION:**

TLC Professional Learning Community (PLC) Facilitators plan and lead focused learning sessions on school improvement initiatives on early-release Wednesdays as part of the district's professional development system. PLC Facilitators are 100% in the classroom with a salary supplement and additional contract days for training. 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 Office of Academics.

**ESSENTIAL FUNCTIONS:**

1. Provide structured professional learning (determined annually).
2. Attend monthly PLC planning sessions with Curriculum Coordinators.
3. Present content co-constructed with Curriculum Coordinators.
4. Communicate common questions/concerns to Curriculum Coordinators.
5. Foster collaboration and teacher leadership.
6. Attend all District Professional Development meetings on a regular and consistent basis
7. Attend work on a prompt and regular basis.
8. Maintain confidentiality.
9. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
10. Assist with other duties as may be assigned.

**HIRING SPECIFICATIONS:**

**Required:**

1. Iowa Teaching License.
2. At least three years of successful 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.

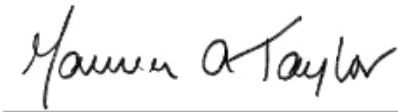
**Desired:**

1. Master's degree, preferably in effective teaching or adult learning/facilitation.
2. Proven Leadership Skills.
3. Experience with adult learners.
4. PLC Facilitation experience.

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 (# 25 lbs.)			X	
I.	Carrying (# 25 feet)				
J.	Manual Dexterity Tasks				
	Telephone				X
	Computer				X
	Other				X
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