



Job Title: PLC (Professional Learning Communities) Team Leader

Job Family: Certified

Pay Program: Certified

Typical Work Year: Teacher contract plus assigned extended days

Reports to: Building Principal

SUMMARY: The PLC Team Leader will be in charge of facilitating the PLC Collaboration times. The function of the PLC Team Leader is to keep the team focused on the “Right Work” that will have the greatest impact on student achievement. The role will include working with adult learners, facilitating conversations and ensure a healthy team environment.

ESSENTIAL FUNCTIONS AND GENERAL RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Functions:	Frequency	% of time
Support the mission and vision of Dallas Center-Grimes Schools.	Daily	Ongoing
Create positive relationships with teachers and administrators, fosters a team culture of open sharing, risk taking and shared leadership, guides teams in how to work effectively as a team.	Daily	Ongoing
Ensure team norms and protocols are developed and team effectiveness is periodically evaluated.	Daily	5%
Ensure development of SMART goals, action plan, and implementation.	Daily	20%
Facilitate the identification, clarity and/or implementation of essential learnings of courses/units.	Daily	10%
Facilitate conversations about course sequence and pacing guides/curriculum maps to help students achieve the intended essential learnings.	Daily	15%
Facilitate the collection and analysis of student achievement data.	Daily	25%
Facilitate the development and/or implementation of frequent common formative assessments; and targeted interventions based on the results.	Daily	20%
Ensure the PLC team provides support for mentor teachers and beginning teachers that are part of PLC.	Daily	5%
At secondary, will serve as curriculum PLC team leader and Grade level team leader.		
Exploratory/Encore will serve as K-12 curriculum PLC team leader and building team leader.		

WORK EXPERIENCE:

- Must have three years of successful teaching experience and one year in the district
- Experience as a successful member of a Professional Learning Community

SPECIFIC TRAINING/SKILLS:

- Demonstrates a strong understanding of professional learning communities and effective instructional strategies.
- Evidence of effective leadership skills.
- Demonstrates ability and desire to maintain positive relationships with all staff.
- Receptiveness to learning and implementing new ideas and strategies.

- Demonstrates skills in data analysis and making informed instructional decisions.

EDUCATION/CERTIFICATION:

- Appropriate Iowa State Teaching Certification
- Hold a current driver’s license
- Criminal Background check for hire

TECHNICAL SKILLS/REASONING ABILITIES:

- Demonstrated ability to work with adult learners.
- Demonstrated ability to use appropriate technology to retrieve, develop, process, store and present data.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to define problems, and collect data, establish facts and draw valid conclusions, while leading a group of problem solvers.
- Ability to maintain a high degree of confidentiality within and outside the school district and work collegially with all staff members.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as personal computer, printer, copier, fax, phone system, email

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Principal	

PHYSICAL REQUIREMENTS & ENVIRONMENT CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands & arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	X
Color vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.