



Job Title: **PLC Leader**

Job Family: Certified

Pay Program: Certified

Job Code:

Typical Work Year: Teacher Contract plus an additional 4 days with a \$2,000 stipend

SUMMARY: The PLC Leader is focused on leading the work of their team to enact the DCG Educational Model so that all students learn at high levels. They work continually to enhance the effectiveness of their team by ensuring that the team focuses on the critical questions and practices associated with improving student learning. PLC Leaders strive to enhance the capacity of their team to work interdependently to achieve common goals for which team members hold themselves mutually accountable. They model a desire and willingness to continually learn and are the key communication link between administration and their team. PLC Leaders work collaboratively with the School Improvement Team, Building Principals, Curriculum Facilitators, Instructional Coaches, their building team and other PLC Leaders. ***This is NOT a supervisory position and DOES NOT include evaluation of colleagues.***

ESSENTIAL DUTIES AND PERFORMANCE 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.*

Job Tasks Descriptions	Frequency	% of time
1. Enact the Educational Model of Dallas Center-Grimes Schools	Daily	Ongoing
2. Cultivate a professional culture of shared ownership for ensuring learning for all students	Daily	Ongoing
3. Facilitate the development of team norms and self-regulation for the team	Weekly	10%
4. Collaborate in the identification and implementation of essential standards for units of instruction	Weekly	25%
5. Ensure development of student centered goals with clearly defined outcomes for learning	Weekly	25%
6. Facilitate the collection and analysis of student achievement data	Weekly	25%
7. Take responsibility for the development and/or implementation of common formative assessments	Bi-Weekly	25%
8. Ensure targeted interventions for students based on assessment data	Bi-Weekly	25%
9. Collaborate with Curriculum Facilitators to support curriculum implementation	Monthly	10%
10. Collaborate with Instructional Coaches to support instructional decision making	Weekly	15%
11. Utilize protocols to guide the work of the PLC	Weekly	Ongoing
12. Ask thought provoking questions that challenge conventional thinking to push the conversation to a deeper level	Weekly	Ongoing
13. Keep the PLC focused and moving forward when it's stuck	Weekly	Ongoing
14. Collaboratively support the PLC in creating agendas centered on the PLC Framework	Weekly	Ongoing
15. Engage in coaching cycles with an Instructional Coach to strengthen instructional practices and set a culture of continuous development	Twice a year minimum	
16. Engage in 4 days of leadership activities and professional learning beyond teacher contract		
17. Perform other duties as assigned		

EDUCATION AND RELATED WORK EXPERIENCE:

- Three years of successful teaching experience
 - One year of teaching experience at DCG

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Current Iowa Teaching license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

In addition to abilities needed to meet the essential duties and performance responsibilities for the position assigned:

- Proven ability to work cooperatively and effectively with colleagues
- Demonstrated leadership qualities and strong interpersonal skills
- Strong ability in using student-level data to guide instructional decisions
- Models continual professional improvement with evidence of growth
- Basic computer and software skills to support instruction
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent's policies, building, and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Use of Instructional Technology

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	The Director of Teaching and Learning	
	Building Principal	

PHYSICAL REQUIREMENTS & WORKING 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 and 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 Activities:	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		X		
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
Close 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	
Moderate	X
Loud	
Very Loud	

