

## School Leadership Team

### Job Posting Information

**Posting Start Date:**

**Name:** School Leadership Team

**Posting End Date:**

**Location:**

**Overview:** **PRIMARY FUNCTION:**

Seeking talented, determined, motivated staff members who will serve as the BLT and fulfill responsibilities as a grade level or department chair. The SLT supports the improvement of teaching and learning with an explicit goal of raising student achievement and narrowing achievement gaps. Members of the SLT support decision making with regard to the school's instructional program and support the development and implementation of professional development. Additionally, they manage the operation of the team or department.

#### **RESPONSIBILITIES**

- Assist the administrative staff in the design and implementation of the School Success Plan (Framework for Success); lead in the creation of school-wide goals
- Help communicate the school's mission and goals
- Assist in community outreach and communication
- Maintain knowledge and expertise about the research surrounding the district and school initiatives
- Create and maintain an environment of trust, respect and common values
- Be an advocate for the PLC process for teams
- Work to develop a collaborative culture to improve instruction and student achievement through the effective use and understanding of assessments, data and research through the District's PLC process
- Develop a collaborative approach among teachers that includes special education teachers and support teachers assigned to the team
- Serve as liaison between the building administration and the school staff, disseminating and communicating information to peers
- Manage the team or department budget; responsible for requisitions and supplies
- Coordinate curriculum pacing and common assessment schedules for the team/department

- Greet and assist substitutes within the team/department
- Responsible for informing administration of field trip planning, recess periods (elementary), team/department meetings, changes in the daily schedule due to special events and celebrations
- Attend SLT meetings as planned by the school administration (may include summer meetings)
- Additional responsibilities at discretion of the principal

**QUALIFICATIONS**

- Strong collaboration and communication skills
- Leader in the areas of curriculum and instruction; should be able to facilitate team/department level collaboration
- Skilled at connecting Common Core Standards, current curriculum, pacing guides, scope and sequence, and instructional materials being used at the school
- Knowledge of assessment development and use of data to drive planning and instruction
- Skills to organize and manage aspects of coordination of team level activities
- 2 years teaching experience recommended

**TO APPLY:** Submit a letter of interest to School Principal

**Compensation:** Team Leader/Department Chair EPER Rate