

North Monterey County Unified School District

DRAFT POSITION DESCRIPTION

Position Title:	Instructional Leader - Elementary
Department:	Educational Services
Reports To:	Principal

SUMMARY:

This position provides instructional leadership and enhances articulation regarding curriculum alignment with adopted California standards, the development and implementation of common assessments, and the use of effective professional development strategies that most appropriately meet the needs of students. The instructional leader facilitates collaboration and other critical areas related to the improvement efforts identified in the school's goals as outlined in the Single Plan for Student Achievement. The duties of the instructional leader are critical to the overall educational program of the school and require effective and ongoing communication and collaboration.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

Curriculum Responsibilities

1. Facilitates the development of grade level/department self-study and action plans.
2. Facilitates the vertical articulation of multiple grade levels/departments to align curricular and instructional strategies.
3. Coordinates the use of formative and summative assessments to inform instruction and focus on critical areas for program improvement across the grade level/department.
4. Assists with diagnostic testing and data collection necessary to determine appropriate student supports.

Communication Responsibilities

1. Promotes collaboration and positive interactions among members.
2. Maintains close communication with the principal on all matters related to the grade level/department.
3. Disseminates information to grade level/department members from meetings and other imperative communications.
4. Prepares agendas, minutes and handouts for grade level/department meetings.

Community Relations

1. Coordinates district and community resources to support the grade level/department.
2. Conducts orientations for new grade level/department members.
3. Assists in organizing and hosting displays and other events to promote the grade level/department programs.

Technology

1. Familiarity with computer assisted programs to support instruction.
2. Remains informed of technological innovations and their application to curricula.

Staff Development/Resource

1. Acts as liaison/resource teacher for the grade level/department.
2. Provides staff development to or with individuals requesting services.
3. Represents the grade level/department at any appropriate conferences related to elementary best practices.

Other Related Duties

1. Maintains professional competence through participation in in-service education activities provided by the district and in self-selected professional growth activities.

Qualifications/Training/Experience

1. Possession of a valid CA teaching credential.
2. Understanding of the principles of student growth, development, and learning, and of how to promote a positive, appropriate learning environment.
3. Positive leadership ability.
4. Determination to develop the best possible educational program for all students; embracing diversity.
5. Focus on instructional improvement that is founded in best practice.
6. Knowledge of State of California educational frameworks, including the assessment blueprints and release questions.

Evaluation Process

The instructional leader will be evaluated annually by the administrator on his or her performance of duties including, but not limited to: demonstration of leadership, curriculum application, and professional development.

DESIRABLE QUALIFICATIONS

1. Sensitivity to characteristics and needs of all children.
2. Ready command of a wide repertoire of teaching strategies and methods.
3. Experience incorporating technology to instruction.
4. Collaborative and problem solving orientation.
5. Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate the decision-making processes.
6. Two years of prior teaching experience.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: