

ASD2 PLC Facilitator/Team Lead 2022-23

Anderson School District Two ensures all students are equipped with world-class knowledge, skills, and core values that exceed the demands of the future in a safe and supportive environment.

Engage, Educate, and Empower our learning community today for a successful tomorrow

Collective Commitments

We will:

- Deliver relevant, engaging, challenging, and differentiated instruction and resources to ensure success for all students through a rigorous, viable curriculum
- Provide academic, behavioral, and social/emotional supports in a safe and respectful environment
- Hold high expectations for student achievement and character by guiding students to make responsible choices for their lives and their learning
- Embrace technology to educate students to become responsible digital citizens
- Provide our students with opportunities in academics, arts, athletics, extracurricular activities, and career and technical programs
- Engage our community to promote success for all

Team leaders are expected to enhance the capacity of their team to work *interdependently* to achieve *common* goals for which team members hold themselves *mutually accountable*. In fulfilling the role of leading their team, team leaders are responsible for such functions as leading the team in preparing and utilizing team norms, planning agendas, chairing meetings, serving as a direct communications link between the administration and the faculty, leading the work of teams in analyzing and improving student learning data, seeking out and experimenting with best practices, leading the collaborative development and attainment of learning improvement goals, and identifying and communicating professional development needs. *Team leaders must work continually to enhance the effectiveness of their team by ensuring the team focuses on the critical questions and practices associated with improving student learning in a manner that is reflective of the highest quality.*

Job Description: Lead PLC meetings by developing meeting agendas, establishing a meeting schedule, facilitating meetings, preparing reports, keeping records, such as meeting minutes and attendance (Required for recertification credit).

Qualifications:

- Highly qualified teacher
- Well Respected by Peers
- Flexible, self-motivated, collaborative and able to work with diverse teams
- Shows proficiency in communicating instructional strategies and skills to other teachers
- Life-long learner with knowledge of or willingness to learn about current research based best practices that improve student learning
- Demonstrates technology skills and a desire to “learn by doing”.
- Demonstrates skills in organization, leadership, communication and collaboration

Responsibilities:

- Lead PLC's in conducting field research in the classroom (e.g., Common Assessments, Differentiation, Learning Targets, Reading Strategies, etc.)

- Develop meeting agendas
- Establish meeting schedule(If not pre-established) that accommodates members of the PLC
- Facilitate team meetings to assure that the team is working toward site goals
- Prepare and report minutes (including attendance) of the meetings to Administration
- Participation in required training and Monthly Meetings
- Maintain records of PLC meetings

Evaluation:

- PLC team facilitators will be evaluated by building principals.
- PLC facilitators will be evaluated by members of the PLC

I understand and agree to the requirements and expectations listed above.

Date:_____