**Essential Functions of a PLC Leader**

SUMMARY: The Core Team Member for each team, also referred to as the PLC 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 ensuring a healthy team environment.

ESSENTIAL FUNCTIONS AND GENERAL RESPONSIBILITIES: The functions listed below are representative of the knowledge, skill and/or ability needed for this position.

|  |  |  |
| --- | --- | --- |
| Essential Functions | Frequency | % of Time |
| Support the mission and vision of Stewart kinder - 6. | Daily | Ongoing |
| Create positive relationships with teachers and administrators, foster a team culture of open sharing, risk taking and shared leadership, guide teams in how to work effectively as a team. | Daily | Ongoing |
| Ensure development of SMART goals action plan, and implementation. | Daily | 20% |
| Ensure team norms and protocols are developed and team effectiveness is periodically evaluated. | Daily | 5% |
| Facilitate the identification, clarity and/or implementation of essential learnings of courses/units. | Daily | 10% |
| Facilitate conversations about planning and pacing 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% |