TREYNOR COMMUNITY SCHOOLS

Position: K-12 TLC Lead
Stipend: $5,000
Total Number of Personnel: 1
Days Beyond Contract: 5
Reports to: *Superintendent*

Job Description — The K-12 TLC Lead will collaborate with the superintendent, building principals and teacher leaders to oversee the major functions of the TLC program. This TLC personnel will continue to fulfill 100% of their classroom duties.

Primary Duties Include:
- Collaborate with the administration to:
  - Facilitate team, school-wide, and district-wide data meetings where teachers are working collaboratively to engage in analyazing and interpreting data to inform decisions that are results oriented for students' achievement.
    - Lead the District Leadership Team
    - Facilitate the Instructional Leadership Team
    - Review, evaluate and update the TLC grant
    - Ensure the implementation of the TCSD Curriculum Review Process

- Provide support in planning and executing the:
  - School Improvement Advisory Council (SIAC)
  - Iowa Schoolwide Assessment of Student Progress (ISASP)

Expectations Include:
- The K-12 TLC Lead will:
  - Model and demonstrate strong facilitation.
  - Use tools to develop and share data.
  - Plan and lead appropriate professional learning.
  - Model high-leverage instructional practices.
  - Communicate information.
  - Provide documentation of duties performed.
  - Establish and maintain a system of ongoing communication with teachers and administration.
  - Promote the expectations of the school district in a positive way.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts

management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____