



TREYNOR COMMUNITY SCHOOLS

Peer Recommendation Form ~ TLC Curriculum and Professional Development Lead

Thanks for taking time to complete a peer recommendation on behalf of your colleague. Below, please find a list of the essential functions for the TLC Curriculum and Professional Development Lead.

Job Description: The TLC Curriculum and Professional Development Lead develops the collective capacity of the district to assure that all students are successful by

- Ensuring understanding and high-level implementation of adopted curriculum.
- Deepening teachers' content knowledge.
- Developing teachers' understanding of the structure or organization of the curriculum.
- Aligning the written, taught, and tested curriculum – “the what, the how, and the how well.”
- Understanding the distinction between standards and the curriculum.
- Dissecting/Unpacking standards to identify the essential knowledge and skills students need to achieve the standards.
- Using the standards to identify learning outcomes/targets for units and lessons.
- Developing units and lessons to achieve learning outcomes.
- Writing benchmarks to measure progress toward the standards.
- Identifying what to assess.
- Accessing and/or writing screening, diagnostic, pre-, formative, and summative assessments.
- Analyzing curricular materials to determine which parts of those materials support achievement of the standards.
- Integrating content-specific knowledge and skills within multiple disciplines to provide additional opportunities for students to practice and apply their learning.

2) Supporting teachers in analyzing, interpreting and using a variety of data to improve decision making, performance, and results at the classroom, building, and district levels.

- Assists teachers in determining which data to use for what types of decisions.
- Assists teachers in accessing multiple forms of data (e.g., achievement, perceptual, processes, demographic, financial) and ensuring the most appropriate data to inform the improvement process.
- Assists teachers in analyzing and interpreting the data.
- Assists teachers in using the analyzed and interprets data in decision making and acting on their decisions.
- Facilitate team, school-wide, and district-wide data meetings where teachers are working collaboratively to engage in analyzing and interpreting data to inform decisions that are results oriented for students' achievement.

3) Modeling, expecting and monitoring continuous learning of all educators through quality professional learning.

- Continuously learn, reflect, and improve their professional skills.

- Participate in collaborative, sustained, job-embedded professional development aligned with student needs and district goals.
 - Informed by data.
 - Reflecting current research-based best practices.
 - Differentiated to meet individual and group needs.
 - Aligned with the Iowa Professional Development Model (IPDM).
 - Monitored for implementation.
 - Evaluated for impact.

4) Effectively and efficiently leading change while developing the capacity of others to deal with change.

- Works with the superintendent/designee to create, sustain, and support a sense of urgency to address changing conditions.
- Engages staff in use of data to understand learning, teaching, and organizational needs.
- Crafts an understandable message about how the proposed changes will lead to improvement.
- Articulates change efforts that lead to improvement in ways that result in achievement of the students and the shared vision.

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Applicant: _____ Date: _____

Peer recommendation completed by: _____

Please review the essential functions associated with the position and describe why you believe the applicant is best qualified to be hired for the position. (Use multiple forms if more space is necessary.)

Peer recommendation submission:

- Submit your peer recommendation to:

Dr. Mark Hopkins, Superintendent
Trey nor Community Schools
P.O. Box 369
Trey nor, IA 51575

Electronic submissions can be sent to: mhopkins@treynorcardinals.org

**Peer recommendations must come from current Trey nor teachers. Peer recommendation forms for each position are available on the District website. If interested in applying for both the TLC Coordinator position and an Instructional Coach position, please submit just one peer recommendation form for each position.*