



# TREYNOR COMMUNITY SCHOOLS

## TLC Application Requirements

Any Treynor teacher interested in submitting an application for either the TLC Curriculum and Professional Development Lead position or an Instructional Coach position must compose a **letter of application** containing the following:

- ❖ A statement of interest outlining why he or she believes he or she would make a strong candidate for the position.
- ❖ A summary of the candidate's professional development efforts in the past five years, specifically identifying professional growth that has been aligned with teacher leadership.
- ❖ A summary of the candidate's leadership experience, including leadership in subject area curriculum teams, PLC teams, Authentic Intellectual Work (AIW) teams, professional development leadership, etc.
- ❖ Provide examples of data used to set and measure goals.
- ❖ Provide information on opportunities for leadership in which the employee has either led adults or students outside of the school setting.
- ❖ Provide a one-page reflection on why he or she believes he or she should be considered for the specific leadership position. This will include both professional and personal experiences as well as information on unique skills that align with the position.

### **Application submission:**

- Submit a letter of application containing the items listed above and two peer recommendations\* to:

Dr. Mark Hopkins, Superintendent  
Treyner Community Schools  
P.O. Box 369  
Treyner, IA 51575

*Electronic submissions can be sent to: [mhopkins@treynorcardinals.org](mailto:mhopkins@treynorcardinals.org)*

*\*Peer recommendations must come from current Treynor teachers. Peer recommendation forms for each position are available on the District website. If interested in applying for both the TLC Curriculum and PD Lead position and an Instructional Coach position, please submit just one peer recommendation form for each position.*

**Jobs will remain open until filled. AA /EOE**