

PERSONNEL

POLICY NUMBER:

CURRICULUM & INSTRUCTION LEADER

CERTIFICATED STIPEND POSITION DESCRIPTION

DEFINITION

The Curriculum & Instruction Leaders assist principal in improving student achievement. C & I Leaders will serve as educational mentors for an assigned team of teachers by representing and promoting the district mission and values within their Professional Learning Communities, as well as supporting teachers in their professional growth activities.

ESSENTIAL POSITION FUNCTIONS

- Facilitates development/mentors instructional staff
- Works as a team member and team leader
- Demonstrates use of best practices
- Takes responsibility for students' learning and achievement
- Meets professional obligations
- Provides professional development to improve instructional strategies
- Maintains visibility as a leader to colleagues/parents
- Organizes/facilitates instructional-focused meetings
- Maintains evidence of collaborative planning and work
- Reviews and reports data
- Meets/reports out with/to administration
- Cultivates collaborative climate
- Assists in planning/facilitating family nights information/curriculum/learning meetings
- Attends mandatory C & I meetings and other meetings for development of curriculum, data analysis, etc.

C & I TEAM LEADERS DEMONSTRATE THE FOLLOWING QUALITIES:

- Enjoys problem-solving
- Reads and researches best practices
- Learns and helps colleagues learn