



JOB DESCRIPTION

JOB TITLE: **PLC (Professional Learning Community) Manager**

Position Type: <b>Exempt</b>	Department: <b>Organizational Improvement</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Director of Organizational Improvement</b>
Salary Range: <b>6</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>March 11, 2019</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Provides leadership to develop and guide all aspects of the PLC Framework for DVUSD. The manager will work with DAOI, CIA, and ALS to assist in defining, developing, and supporting the PLC process at the district and campus level. The manager will create systems to building capacity amongst school and teacher leaders to facilitate and participate in highly effective collaborative teams. The manager will understand and work with school leaders to facilitate the following actions: 1) Review the *Why* of the PLC; 2) Clarify the Foundation of the Work (Mission and Vision); 3) Review or Develop Collective Commitments (Values); 4) Identify Current School-wide and Team Goals. The manager will train PLC Trainers to be able assist teams with answering the 4 questions of a collaborative team.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Provides leadership in creating the conditions for DVUSD to effectively collaborate within a PLC framework.
- Partners with multiple departments to streamline and create processes to support schools in the effective implementation of the PLC process.
- Independently and collaboratively pursues opportunities to learn best practices in teacher professional development through research, professional development, and other learning opportunities.

- Prepares and provides a professional development program designed to support school and teacher leaders in the design, development and delivery of an effective PLC.
- Creates crucial connections between collaborative teams and the ability of all students to learn at high levels.
- Facilitates collaborative teams, and builds capacity in teacher leaders.
- Facilitates multiple types of collaborative teams.
- Assists schools in using the PLC process to provide a multi-tier system of supports.
- Participates in relevant DVUSD policy and planning committees and meetings.
- Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions.
- Supports the values and institutional goals as defined in DVUSD's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- A strong commitment to the mission of DVUSD.
- Demonstrates significant knowledge of K-12 curriculum.
- Demonstrates knowledge of curriculum development and evaluation.
- Must possess the ability to apply various instructional design approaches to learning content, and to professionally design and implement engaging and effective teaching and learning strategies.
- Must possess ability to identify user needs, analyze, and logically organize information.
- Demonstrates excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrates organizational skills in handling and directing multiple, and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.

- Ability to establish and maintain positive, effective working relationships with students, certified employees, and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to district leadership, public groups, and/or school board.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have the ability to troubleshoot computer software and technology problems.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/school goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates collaborative problem-solving skills.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Arizona Teaching Certificate.
- Valid Arizona Administrative Certificate preferred.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.

## **EDUCATION AND/OR EXPERIENCE:**

- A Master's degree in Education, with emphasis leadership and/or curriculum, instruction, and assessment from an accredited college or university.
- Substantial relevant experience, minimum of three years, including an appropriate combination of teaching, supervisor, and other administrative experience.
- Experience creating/implementing/monitoring district-wide professional development plans.
- Experience coaching school leaders and teams to meet student learning outcomes, demonstrating high levels of learning for all.
- Experience facilitating collaborative teams.
- Experience facilitating the collaborative team process with multiple types of collaborative teams.
- Extensive participation in Solution Tree/Project Momentum training.
- Experience leading teams to identify essential standards, clarify proficiency, and establish common pacing.
- Experience leading teams to build understanding of a balanced assessment system, designing assessments for validity and reliability, and collaborating around results.
- Experience leading teams to build shared knowledge about a system of supports, use common assessments to identify students who struggle, develop a response, and take into account other considerations for effective responses.
- Experience leading teams to build shared knowledge about team responses that extend learning, identify students who would benefit from extensions or advanced learning opportunities, select strategies to extend learning, and deliver and monitor the impact of extension activities.
- Strong content background in ELA and/or Math.
- Strong MTSS foundation.
- Demonstrated success ensuring all students learn at high levels.
- Commitment to helping others and build capacity for effective collaboration within the district.
- Proven ability to create professional learning environments with highly efficacious staff members.
- Extensive background in Response to Intervention models and resources.
- Exhibits a knowledgeable, passionate, and enthusiastic commitment to continuous student improvement with a focus on the district's instructional priorities.
- Significant knowledge of and experience with current research on PLC practices.

- Demonstrates effective supervisory, interpersonal and leadership skills; ability to work independently with little direction.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from program stakeholders.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must have the ability to spend several hours per day at a computer.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*