

**ADM COMMUNITY SCHOOL DISTRICT  
PROFESSIONAL LEARNING COMMUNITY LEADER JOB DESCRIPTION**

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

**CLASSIFICATION:** Certified

**IMMEDIATE SUPERVISOR:** Building Principal

**JOB SUMMARY:**

Provides structure and support to Professional Learning Communities in order to improve professional inquiry that engages all members in a deep focus on student learning.

**QUALIFICATIONS:**

1. Standard Teaching License for State of Iowa (advance degree preferred)
2. Completed at least three years of teaching, with a minimum of one year as a teacher in the Adel DeSoto Minburn School District
3. Successfully meets all Iowa Teaching Standards
4. Evidence of deep understanding of the PLC process
5. Evidence of deep understanding of the Iowa Core
6. Demonstrates a high level of organizational skills

**ESSENTIAL JOB FUNCTIONS:**

1. Become familiar with ADM's TLC Plan and work for its successful implementation.
2. Participate in ongoing Professional Learning Community leadership trainings.
3. Attend appropriate opportunities to keep abreast of current developments in educational strategies, curriculum and technology.
4. Develop agendas for PLC meetings.
5. Assist in the development of PLC team SMART goals and the strategies designed to meet the goals.
6. Create opportunities to celebrate short and long-term accomplishments.
7. Develop norms for PLC meetings in collaboration with team members.
8. Lead all PLC meetings; rereading the norms at each meeting and ensuring all voices are heard during the conversation.
9. Collect, compile, analyze and share data with PLC members from state, district and local assessments, including common formative and summative assessments in collaboration with building principals and Instructional Coaches.
10. Ensure that conversations at PLC meetings are focused on the four essential PLC questions.
11. Complete and submit PLC feedback forms to building principal.
12. Work closely with Instructional Coaches to ensure that resources are aligned to meet the learning needs of students.
13. Maintain appropriate confidentiality with records and professional relationships.
14. Work collaboratively and communicate effectively with other leadership positions, staff and community to strengthen all aspects of the instructional program.
15. Attend meetings as assigned.
16. Provide documentation on duties assigned and performed.
17. Operate in accordance with board policies and see that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. Perform other duties as assigned by building and/or district administration.

**ANTICIPATED MEETING REQUIREMENTS:**

1. Attend District Leadership Team Meetings
2. Attend Building Leadership Team Meetings (principal, assistant principal, instructional coaches, PLC Leaders)
3. Meet with staff before or after school hours based on needs
4. Attend professional learning opportunities beyond the contract hours

**TERMS OF EMPLOYMENT**

1. Per ADM Board Policies and ADMEA Negotiated Agreement
2. Performance evaluated per Resident survey; quarterly (3 quarters) and summatively (4<sup>th</sup> quarter)
3. Work additional 4 contract days
4. Additional compensation of \$1,500 annually

Adopted Date \_\_\_\_\_ Revised Date \_\_\_\_\_

It is the policy of the Adel DeSoto Minburn Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.