



Lompoc Unified School District  
1301 N A Street  
Lompoc, CA 93436  
Phone: 805.742.3300  
Fax: 805.735.8452

**Title: Site Leadership Representative (SLR)**

**Reports to:** Site Administrator

**Purpose of Position:** The Site Leadership Representative (SLR) acts as a liaison between grade-level spans and the school site. Monthly meetings will be held for collaborating, evaluating, and analyzing school-site data, curriculum, and best practices for instruction and assessment. The SLR collaborates with administration regarding professional development. The SLR is responsible for communicating regularly with their grade-level span in order to provide teachers with information and to elicit feedback.

**Essential Functions:**

- Attends monthly site leadership meetings, which are calendared by September 1<sup>st</sup>
- Acts as liaison between the grade-level span and school site administration
- Communicates the needs of the grade span to administration
- Works with administrator on grade span reports, surveys, District correspondence and assessment data
- Other duties as assigned

**Desired Qualifications:**

- Experience: Two years teaching experience, preferred
- Skills: Has the ability to:
  - a. Make effective decisions based on sound and mature judgments
  - b. Implement problem solving techniques
  - c. Effectively communicate
  - d. Delegate tasks when appropriate

**Licenses and Other Requirements:**

- Credential as required by law
- Education as required by law

**FLSA Status:**

Exempt

**Board Approved: May 14, 2019**