

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Curriculum/Data Team Leader**Classification:** Certificated**Reports to:** Site Administrator**Salary Range:** Supplemental**Work Year:**

SUMMARY

Data Team leaders will be department PLC leaders who will assist their respective core departments in the cycle of continuous improvement. They will work with site base leadership and teachers in examining patterns/trends and establishing timelines, roles, and responsibilities to facilitate analysis of results in actions that lead to student learning.

SPECIFIC RESPONSIBILITIES

- To provide a PLC foundation within each core department to establish and maintain collaborative, structured, scheduled meetings that promote effective teaching and student learning.
- Facilitate meetings for their core subject teachers, K-12.
- Meet with administration every two weeks (information sharing meeting) after school to review progress of PLC, as evidenced by district PLC planning template.
- Work with site administration establishing agenda for every week's PLC goals
- Communicate and coordinate PLC meeting times
- Maintain Data Teams records
- Make copies of common assessments.
- Attend conferences (as needed)
- Read and research professional development literature for the benefit of sharing with their colleagues.
- Assist administration with developing a solid foundation for subject/grade level PLCs
- Instrumental in being teacher leaders in getting their colleagues to feel comfortable with taking on the essential and various roles of a collective PLC team.