

POSITION DESCRIPTION

Valley Center USD 262

Position Title:	District Leadership Team Representative
Department/Location:	DLT
Position Qualification:	Licensed
Reports To:	Executive Director of Academic Affairs & Building Administrator
Terms of Employment:	Supplemental contract for the duration of one school year
Approved By:	Board of Education
Revised:	June 2026

GENERAL

The District Leadership Team Representative serves as a key leader in advancing the work of USD 262 through a district-wide systems lens. This role is responsible for supporting the implementation, alignment, and continuous improvement of district priorities, with a primary focus on advancing Kansas Education Systems Accreditation, the Kansas MTSS and Alignment Framework, and the USD 262 Strategic Plan.

The representative helps ensure that district systems are coherent, aligned, and focused on improving student outcomes. This includes promoting a shared message of consistency, coherence, and belonging across all buildings and stakeholder groups. The role also includes supporting data-informed decision-making and ensuring district initiatives are implemented with fidelity and sustainability.

The district leadership team member has knowledge of:

- The USD 262 Strategic Plan goals, priorities, and district improvement initiatives
- Kansas Education Systems Accreditation and the Kansas MTSS and Alignment Framework
- Building coherent district systems that support consistency, alignment, and belonging across all schools
- Guaranteed and viable curriculum, state standards, common assessments, state assessments, and appropriate interventions and extensions for student learning
- Organizing, analyzing, and presenting student achievement data through a data-driven dialogue process
- Facilitating communication and collaboration among stakeholders to support shared understanding and continuous improvement
- Establishing rapport, building trust, and fostering productive relationships among team members and stakeholders
- Shared decision making, distributed leadership, and sustainable implementation of district initiatives

DESIRED SOFT SKILLS

- Adaptability: Demonstrates flexibility with tasks, responsibilities, and changing conditions
- Collaboration: Works effectively with others to accomplish goals and support district priorities
- Integrity: Demonstrates honesty, professionalism, and ethical behavior
- Initiative: Proactively identifies needs, solves problems, and supports improvement efforts
- Communication: Communicates clearly and effectively with stakeholders
- Relationship Building: Builds trust and positive working relationships with others
- Leadership: Models accountability, positivity, and commitment to student success

QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred.
- Valid Kansas teaching license with appropriate endorsement(s).
- Ability to effectively use Microsoft Office software, including the use of Excel spreadsheets and district email.
- Ability to organize and coordinate district-wide program.
- Ability to interpret data.
- Knowledge of curriculum and instruction.
- Strong organizational, communication, and interpersonal skills.
- Ability to work in a fast-paced environment and maintain confidentiality at all times.
- Must support district goals and objectives.

ESSENTIAL FUNCTIONS

- Supports the implementation, alignment, and continuous improvement of district priorities, including the USD 262 Strategic Plan, Kansas Education Systems Accreditation, and the Kansas MTSS and Alignment Framework
- Promotes coherent district systems that support consistency, alignment, and belonging across all schools and stakeholder groups
- Facilitates communication among district stakeholders to support shared understanding and implementation of district initiatives
- Uses data-informed decision-making to analyze district and student achievement data and support improvement efforts
- Gathers, organizes, and shares information, resources, and materials to support district initiatives and team goals
- Serves as a liaison among BLTs, PLCs, and administration
- Supports the implementation of guaranteed and viable curriculum, assessments, interventions, and instructional priorities
- Recommends and supports professional learning aligned to district priorities and improvement goals
- Provides feedback and recommendations regarding curriculum, instruction, assessment, and district improvement initiatives through established processes
- Actively participates in required District Leadership Team meetings, professional learning, and related responsibilities
- Maintains regular attendance and engagement in all required District Leadership Team meetings

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. Specific vision abilities required by this position include close vision and distance vision. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and other workers. Occasionally, the position requires the employee to work irregular or extended hours; direct responsibility for the safety, well-being, or work output of other people; and meet multiple demands from several people.

WORK ENVIRONMENT

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.

I have read and understand the position description. After reviewing, I agree to perform all the functions and skills mentioned to the best of my ability and agree that I am able to perform the above-mentioned qualifications and physical demands without reasonable accommodations. If reasonable accommodations are needed, I will provide that information at the bottom of this position description.

Name

Date

Reasonable accommodations needed to perform the essential functions of the above-mentioned position: