

CAMPBELL COUNTY SCHOOLS

Certified Job Description

TITLE: Teaching and Learning Leader –Secondary **JOB CODE:**

QUALIFICATIONS:

1. Valid Kentucky Teaching Certificate with at least five years of successful teaching experience at the Secondary level
2. Master's Degree or higher
3. Demonstrated ability to communicate effectively with students, staff, parents and community
4. Evidence of teacher leadership

REPORTS TO: Associate Superintendent

RESPONSIBILITIES:

1. Facilitates and guides the work of staff developers and teachers in collaboration with building principals
2. Provide technical assistance and direct support to teachers and staff developers in “best practice” strategies in all instructional areas
3. Assist in planning and designing in-service days for teachers and paraeducators at the beginning level and collaborate with the Associate Superintendent and principals for district level planning
4. Serve with the focus on analyzing student work and test data, guiding staff developers and teachers in analysis sessions
5. Assist the principals and staff developers in initiating educational programs and intervention programs derived from needs for students or teachers
6. Serve with parents, faculty, and student groups as requested in advancing educational and related activities and objectives
7. Supports Advanced Placement Programs, Perkins/CTE, Gifted and Talented, and Library Media services at the school and district level
8. Attend local and state networks and conferences to provide the most current professional development
9. Facilitate committee meetings outside the normal school day and maintain flexibility to accommodate teacher needs and learning preferences
10. Demonstrate the skill to present, coordinate, and plan professional development and PD Academy opportunities for teachers
11. Demonstrate proficient use of technology to enhance productivity and to model as an instructional support for teachers and staff developers.
12. Assist staff developers and teachers in the process of differentiating instruction in classrooms for all students
13. Collaborate with staff developers to provide quality, coordinated opportunities for gifted and talented students and work to inform parents and community of these opportunities.
14. Work with school and district personnel and staff developers to facilitate the process of curriculum document revision or development, unit development, common assessment development, program reviews, and pacing guide development
15. Additional instructional duties as assigned

TERMS OF EMPLOYMENT:

Work schedule to be established. (See Board approved scheduling)
Salary as established by the Board of Education

Effective: May 2012