

Building Leadership Teams

Building leadership teams are expected to work with administration on key building leadership initiatives, including but not limited to student achievement goals, the International Baccalaureate program, and other building level initiatives.

- Stipend: See Schedule C
- Minimal expectations 3 meetings/month
At least one meeting per month when all members of building leadership teams will meet
Subgroups may meet for other two meetings
- Meeting times will be arranged by building
- One additional meeting per trimester will be held between buildings, for the purpose of communication and articulation

High School: 10 departmental building items members plus 4 IB team members.

Middle School: 10 (2 per grade level plus encore representatives) building items members plus 4 IB members.

Area Learning Center: 3 or 4 members, with one serving in the IB capacity.

Elementary Schools: 7 or 8 members, 5 of whom are representative of grade levels.

(High School, Middle School, and Area Learning Center only)

1. The 9 person IB subgroup shall be made up of 4 members each from the HS and MS, if possible, plus an A.L.C. representative. Each IB discipline will be represented in the IB subgroup. If no teacher from a discipline wants to serve, another teacher may be chosen to represent that discipline. These members will be selected by the building principals and the IB coordinator.
2. The 10 member high school and middle school subgroups dealing with building items will be selected by a process determined by the building.
3. A teacher may serve on both the building items and IB Subgroups, if appropriate.
4. Instructional leaders are expected to be involved at a minimum by attending, at least monthly some of the building items subgroup and IB meetings as part of their normal IL duties. The principals will determine which meetings are necessary for attendance. Instructional leaders may also serve as a fulltime building items subgroup member for pay, if approved by the principal.
5. If a grade level or department has no representative willing to serve on the building items subgroup, another teacher –who may be someone else on the building items subgroup - as determined by the administration, may serve in that position and receive the \$1200 stipend.

Leadership Team Job Descriptions

Functions of the Elementary Leadership Team:

The elementary leadership team will assume regular building leadership duties such as goals and professional development along with specific PYP initiatives.

1. Work on regular building issues including building goals and professional development activities.
2. Be willing to attend Level 1 & 2 PYP training.
3. Work on staff development for the implementation of the PYP.
4. Communicate with the students and informing the school community about the process of the implementation of PYP.
5. Liaise regularly with the IB Coordinator.
6. Support and enable the process of the PYP planners by frequent contact with teachers and grade level teams.
7. Make recommendations for the purchase of suitable resources to support the implementation of the PYP.

Functions of the High School Building Items Subgroup:

The subgroup will facilitate the process of curriculum review and communicate issues raised at meetings to all members of their team.

1. Curriculum Leadership
 - a. Manage the process of outcome, assessment and student achievement review.
 - b. Oversee the implementation of the state standards in their academic areas.
 - c. Ensure that necessary materials for the registration handbook are completed.
 - d. Serve as the contact person during the registration, scheduling and new course proposal processes.
2. Building Goals:

Plan and lead on the implementation and completion of building goals. Depending on the building goal, this responsibility may also fall partially on the IB subgroup.
3. Building Issue Leadership
Address building, staff, student and parent issues as those concerns are brought to the subgroup.
4. Budgeting Leadership
Manage budget requests from members of their respective academic areas.

Functions of the Middle School Building Items Subgroup:

1. Review student achievement data in order to identify goals and directions for improvement.
2. Create site procedures for implementing the learning results standards and goals.
3. Establish and participate in committees as determined by the school improvement plan and/or the District Staff Development Committee and keep SOTA team members apprised of all committee action.
4. Support the implementation and alignment of the Minnesota Academic Standards.
5. Assess staff development needs and plan appropriate staff development activities to meet the needs of the faculty and staff.
6. Assess technology needs and recommend plans for purchase and implementation.
7. Make recommendations to the building administrator about the building's budget items and concerns.
8. Assist the building administrator in the identification of student, staff and program needs.
9. Other duties as necessary to promote student learning.

Functions of the HS/MS IB subgroup leadership team:

1. Monitor the integration of the Areas of Interaction into the subject disciplines (5 – 12) through frequent contacts with the grade level teams.

2. Work on staff development to help teachers understand and become involved in achieving the aims of the Areas of Interaction, Assessment and Best Practices.
3. With teachers, identify the progression of skills/assessments to be taught each year of the MYP, DP and Global Studies.
4. Liaise regularly with the IB Coordinator.
5. Communicate with the students and informing the school community about the process of implementation of MYP, DP and Global Studies.
6. Support and enable the process of implementation of the areas of interaction (5 – 12) by frequent contact with teachers and subject groups.
7. Depending on the building goals, this team may be partially responsible for the implementation and completion of building goals.