



JOB DESCRIPTION

BAND GRADE SUBGRADE: NA

JOB TITLE	CONTRACT REFERENCE
Instructional Leader	Alternative Compensation/F.E.A.
TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Principal	June 2019

JOB SUMMARY

The Instructional Leader supports student learning by working closely with building level leadership to fulfill the requirements set forth in the Fridley School District Alternative Compensation Program.

ALL EMPLOYEES of the Fridley School District are responsible to support District goals, to work collaboratively and respectfully with diverse populations of staff, students and parents, and to model and promote a welcoming and respectful working and learning environment. Employees are expected to support and adapt to change and demonstrate commitment to continuous performance improvement. Employees are responsible to establish and maintain effective communication with students, teachers, support staff, colleagues and parents, respect confidential matters, encourage a safe and secure environment throughout the District and to be dependable and accountable in the performance of their work.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Collaborate with site leadership teams to analyze school and teacher student achievement data and use results for staff development and instructional applications.
2.	Assist in planning and facilitating groups (vertical, horizontal, interdisciplinary, teams and grade level teams)
3.	<i>Elementary</i> – Work with administrator and I.B. Coordinator to plan staff development activities.
4.	<i>Secondary</i> – work with the leadership teams to facilitate weekly vertical and horizontal articulation meetings and professional development activities.
5.	Collaboratively teach with colleagues.
6.	Demonstrate model lessons when requested.
7.	Develop and help implement best practice strategies and curriculum.

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Instructional Leader

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The essential functions of this job include, but are not limited to, the following fundamental job duties:	
8.	Work for two (2) days prior to the start of the school-year (with compensation for work on those days under the terms and conditions of the bargaining agreement between the F.E.A. and the school-district).
9.	Share instructional leadership roles at school(s) with the school Principal(s).
10.	Participate in evaluating teacher performance, using the Charlotte Danielson Framework for Teaching for additional compensation plan.
11.	Assist in development of Individual Growth Plans (IGP's).
12.	Assist building leadership teams in the development of building goals.
13.	Participate in all pre/post evaluation conferences.
14.	Assist principal in scheduling teacher evaluations.
15.	Complete classroom walkthrough protocol with identified staff

QUALIFICATIONS (Specific training or job experience required before appointment)**Required Qualifications:**

- Experience with various group facilitation systems
- Ability to inspire and motivate others
- Effective communication skills
- Ability to influence staff in areas of educational equity and instructional relevance
- Ability to maintain professional composure while dealing with a variety of personalities, situations, and stress
- Ability to utilize technology in learning opportunities
- Ability to keep information confidential

Preferred Qualifications:

- Masters degree preferred
- Previous experience on building leadership team
- Five years teaching experience in the Fridley Schools
- Involvement in building and district level initiatives
- Developed reputation as a leader

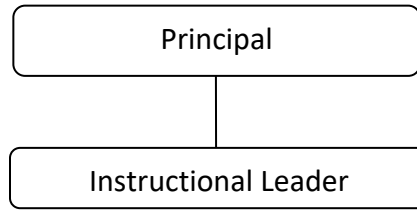
Additional Information:

- Must be willing to and able to work in the following conditions: busy, noisy, with consistent interruptions
- Ability to perform the following actions occasionally: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 10 pounds, reaching, stooping, walking, standing, bending, crouching

JOB TITLE

Instructional Leader

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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.