

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Content Teacher Leader (232)** Lane Placement: Teacher
 Department / Location: Teaching and Learning FLSA Classification: Exempt
 Supervisor's Title: Administrator, Teaching and Learning Contract: 205 Days Plus 20 Days
 Original date: 06/19 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

This position is part of an administrative training program and is a year-to-year assignment. Employees in this position are not guaranteed an administrative assignment.

Under the direction of the Administrator for Teaching & Learning, the **Content Teacher Leader** provides program direction and leadership for an assigned content area consistent with District initiatives and goals. The Content Teacher Leader facilitates the development, implementation and evaluation of content goals, strategies, support materials and professional development.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Effectively communicate a clear purpose and direction in support of the District Multi-Tiered Support System (MTSS) Framework to principals and teacher.
- Support department/team level use of the components of JSD instructional cycle.
- Use technology as a tool for instruction, assessment, engagement and support for teacher and student learning.
- Coordinate content area programs, materials and direction from the Utah State Board of Education (USBE).
- Design appropriate teacher professional development to enhance content knowledge and pedagogy.
- Work closely with District administration, school administration and department/grade level teams to ensure high fidelity implementation of content programs and legislative requirements.
- Collect and analyze school and District assessment data to support the planning, implementation and evaluation of assigned content programming.
- Facilitate teacher focus groups, department chair meetings, and/or advisory meetings.
- Support department and/or grade level teams in PLC's as directed by school administration.
- Encourage and support teachers in innovation and continuous professional learning by modeling expectations and identifying appropriate opportunities.
- Support the District communications department in their efforts to inform the media, community and employees concerning District accomplishments, challenges and concerns.
- Develop and maintain confidential, positive, collegial relationships with colleagues.
- Coordinate program planning with department colleagues.
- Align program initiatives with District, state and school goals.
- Demonstrate instructional leadership with broad-based knowledge of District curriculum and initiatives and research-based teaching and learning practices.
- Conduct non-evaluative classroom walkthroughs and/or observations.
- Work within the District to provide leadership for systemic content unit and assessment development and implementation as well as program evaluation within and across schools.
- Monitor current research and developments in assigned content area(s) through study and active participation in appropriate professional organizations.
- Work collaboratively on common goals and promote a culture of high expectations.

- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Required to travel to District schools or other locations using own transportation.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Adhere to contract time. Requires daily attendance at assigned work location.
- Other duties and responsibilities as assigned by the principal/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Requires a current USBE teaching license and endorsement in the assigned content area or level.
- Requires a minimum of five (5) successful years of instructional experience in a public school.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.
- Requires excellent communication skills in listening, speaking, writing and presenting.
- Demonstrated knowledge of high impact instructional practices.
- Ability to use technology to enhance teaching and learning.
- Demonstrated organization and prioritization skills for completing projects and assigned tasks.
- Requires effective interpersonal and collaboration skills for working effectively with individuals and groups at all levels within the District.
- Demonstrated ability to effectively articulate a common instructional focus, promote initiatives and convey expectations.
- Demonstrated professionalism and confidentiality at all times.
- Requires a commitment to support the growth of others and the belief that adult learning is essential to student learning.
- Broad knowledge of content, instruction and assessment with the ability to facilitate adult learning, coach peers, and utilize data for improvement.
- Knowledge of the Utah Standards and characteristics of effective instruction
- Requires demonstrated mentoring and coaching skills.
- Understanding of the design, presentation and evaluation of adult learning experiences.
- Understand adult learning and how to work effectively with adults to monitor and improve their practice. Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and may be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Teachers in Sp. Ed., P.E., CTE, Theatre and/or Art may be required to occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*