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**Canoga Park High School  
S.L.C. Lead Teacher Job Descriptions and Qualifications - April 10, 2007**

Lead Teacher elections will be held on **Tuesday, April 24!** Please list your suggestions and **return to Jerre Delaney by Thursday, April 12.**

The following is a job description for SLC Lead teachers. Each Lead Teacher will be elected by the members of his/her SLC. The District will provide Lead Teachers one period off to take care of the responsibilities. This is a one-year position; elections will be held yearly.

**Requirements and desirable qualities for SLC Lead Teachers:**

- \*Permanent teaching status with LAUSD.
- \*Excellent oral and written communication skills.
- \***Flexible and dedicated** (attend school and District meetings, attend workshops, etc.).
- \***Genuine concern for entire SLC "family"** (no ego or ulterior motives)
- \*Experience in, or is willing to learn, budgetary and (student) data analysis matters.
- \*Excellent rapport with students, staff and administration.
- \*Efficient; able to handle multiple tasks simultaneously.
- \*Needs to teach four classes (no half-time teachers); no department chairs.

**DUTIES AND RESPONSIBILITIES**

***Overall, Lead Teachers:***

1. Facilitate the development of their SLC in ways that support students, parents and teachers.
2. Advocate for their SLC in school-wide committees and organizations.
3. Track and document the development and growth of their SLC as it works to improve its support of students, parents and teachers.

***Specifically, Lead Teachers:***

1. Act as a liaison between the SLC and the administration, parents and parent advisory groups, and business/community partners.
2. Oversee and monitor all aspects of the development of the Bulletin 1600 conversion.
3. Coordinate Professional Development for the SLC.
4. Represent SLC in meetings:
  - \*Shared Decision Making (Governance – nonvoting member unless otherwise elected)
  - \*Professional Development and Curriculum committees
  - \*Student Leadership and other student organizations as needed
5. Cultivate leadership within the SLC among students, parents, and teachers, by delegating responsibilities, sending teachers to PD workshops, etc.
6. Coordinate and facilitate SLC and Professional Development meetings.
7. Act as liaison with Parent Center to build parent involvement and communication.
8. Acquire resources for the SLC, including developing community and business relationships.
9. Coordinate the development of curriculum for their SLC.
10. Coordinate communication and public relations within SLC and among entire school, students, parents, business partners, administrators, etc.
11. Develop articulation plan for middle school students.
12. Resolve concerns, both within their SLC, as well as school-wide, alongside administrators and other Lead Teachers.

**EXPECTATIONS AND PREPARATIONS**

- \*Get to know everyone in your SLC on more than a first-name basis. Find out their talents, interests and strengths. How might those fit into your SLC?
- \*The "tango" with establishing the structure of SLCs and keeping standards-based instruction is awkward at first. But don't lose sight of the instructional goals!
- \*Be ready to adapt to a more open system of working with your SLC colleagues, as well as the rest of the staff and faculty (collaboration/communication).
- \*Be ready to spend a portion of this summer in training, preparation, etc. The first major SLC professional development session is June 25-27. (Don't plan to take an eight-week vacation!) Eventually, you will be selecting SLC colleagues to attend conferences and meetings with you. You **will** have support as you learn the position!
- \*Get to know Bulletin 1600, as well as the portions of the UTLA contract that address SLCs.
- \*Expect a bumpy road at first. But be patient. Don't lose your sense of humor!

## **Job Description:**

### **Small Learning Communities Leader**

Small learning Communities are responsible for coordinating professional development and for providing on-site mentoring. SLC Leaders also typically assist the Principal in the daily management of the SLC. SLC Leaders often work closely with the Principal in providing direction, leadership, and attention to the vision of the SLC. In some cases, the SLC Leadership may take the lead in work with faculty to set and monitor SLC goals. SLC Leaders are typically experienced teachers who have demonstrated vision for a particular SALC and who already have earned a level of credibility and respect as effective teachers.

Some specific duties of the SLC Leader include:

- Overseeing the development of the matrix and master schedule including the establishment of the SLC's class offerings.
- Working with teachers to use data to strengthen the academic program
- Working with teachers in a supportive, non-evaluative way to provide feedback and assistance (e.g., helping teachers set and monitor their own professional goals).
- Working on the assignments of SLC members to specific classes
- Keeping abreast of innovative instructional techniques (e.g., cooperative learning, simulations, computer technology) and coordinating demonstrations for SLC faculty.
- Coordinating professional development for SLC faculty during the common conference and/or staff meetings
- Facilitating conflict resolution between teachers and students.
- Implementing, evaluating, and improving an infrastructure for student intervention and enrichment (e.g., credit or flexible school, coach classes, peer tutoring, computer-based instruction before and after school, volunteering tutoring, etc.).
- Tending to the culture of the SLC
- Working with teachers to develop strong relationships with parents and community members, and other external partners.
- Coordinating the purchase of supplies and resources.
- Working with other SLC leaders on a School-wide Committee
- Additional needs to be determined by SLC

## **Small Learning Community Lead Teacher Job Description**

The Lead Teacher will work in a Small Learning Community (SLC) with the clerical staff, teachers, SLC counselor, and the SLC Administrator as a classroom teacher and as an instructional leader in order to facilitate implementation of the approved SLC Design Plan and to support the creation of the culture and climate expected within the SLC. He/She will be given release time, not greater than one period, to coordinate and plan with the SLC Administrator and to further develop and support the SLC Design Plan. The job responsibilities of the Lead Teacher include the following:

Act as a liaison between the small school/SLC and:

- The administration (representing the ideas and interests of the SLC to the administration and relaying communication from the administration to the SLC staff)
- Parents and parent advisory groups
- Any business or community partners
- The SLC counselor and administrator and human service support personnel

Facilitate small school or SLC staff meetings, professional development, curriculum, etc:

- Set agendas for and facilitate regular SLC staff meetings
- Lead the analysis of student data with SLC staff and leadership team
- Explore and respond to needs and opportunities for professional development that will benefit all SLC staff members
- Ensure that the SLC team is working on developing, re-examining, revising and implementing an integrated curriculum/integrated projects relating to the SLC theme and vision
- Keep SLC staff and parents abreast of all information regarding all aspects of the program, including, new Board policies, partner policies/events, testing, etc.
- Work with the SLC counselor and teacher team to develop and implement a recruitment plan and articulation program with feeder schools
- Work with APSCS, SLC counselors and administrators to jointly develop master schedule
- Work with teacher team to develop and disseminate public relations materials, such as brochures and newsletters to partners, families, community members
- Document the work of the SLC and keep statistics on overall student development (attendance, test scores, graduation rates, accomplishments, etc.)
- Implement the SLC budget in collaboration with the SLC administrator
- Organize SLC related field trips
- Coordinate student/parent SLC meetings and trainings
- Coordinate intervention efforts to meet the instructional needs of students

Smaller Learning Communities  
**School SLC Impact Report**

**IV. AREAS OF SCHOOL IMPACT**

**1. School-wide Summary of SLC Design Proposals**

<b>Summary of Smaller Learning Communities</b>			
#	SLC Name	Description	Maximum Student Enrollment
1	Health Careers	The mission of Health Careers Academy is to prepare students for college and career opportunities in Health, and its related fields, in an achievement where students learn to share, care and learn how to use their talents, to help people live more productive and healthy lives.	500
2	Communications	The Communications SLC offers students a rigorous curriculum while helping students build skills in oral and written communication.	500
3	Humanitas-A	Humanitas-A offers an interdisciplinary, writing-based approach to student learning, with an emphasis on the development of critical thinking skills.	500
4	Multimedia	Students graduating from the San Fernando Multimedia Academy will have completed all requirements to enable them to enter college as well as prepare them to be computer literate in understanding of word processing, simple database skills, and video production or graphic design.	500
5	Multilingual Teacher Career Academy	The Multilingual Teacher Career Academy's vision is turning today's youth into tomorrow's teachers and leaders by providing a rigorous academic program that provides students with honors and advanced courses to bridge the gap between high school and college expectations.	500
6	Humanitas-B	Humanitas-B offers an interdisciplinary, thematic approach, so that students understand the connections between classes.	500
7	Social Justice Academy	The mission of the Social Justice Academy is to prepare students for college and career opportunities rooted in social awareness, respect, and service to the family, the community, and society at large.	500
8	Humanitas-C	Humanitas - C is a learning community that provides students with a motivating environment in which to explore a personally relevant interdisciplinary curriculum. Through collaborative work and engaging discussions, graduates will develop a firm understanding of the importance of data and research in becoming ethical and productive members of society.	500
9	M/S/T Magnet	This Magnet program is housed on the SFHS campus.	450