

Campus Leadership Team Job Description

2012-2013

COMPOSITION

- Campus principal and administrators

Representatives from:

- Content area department chairs (secondary)
- Grade-level or content teams (elementary)
- Counseling department
- Content area coaches/facilitators
- Bilingual/English as a second language (BE-ESL) education program
- Special Education (SPED) program
- Career and Technical Education (CTE) program

Responsibilities

When possible all members are encouraged to attend PSP training conducted by the ESC

- Assist in the gathering and analysis of campus data relating to the performance measure(s) causing the campus to be staged for accountability interventions, including the data analysis and student level review (SLR)
- Consider all data sources, including the data analysis, SLR, needs assessment and recommendations, and lead development and implementation of the improvement plan, with the PSP, intervention team and in conjunction with the campus principal
- Act as liaison to their respective departments, teams and organizations throughout the campus
- Monitor and provide feedback to the improvement team on the improvement plan implementation process
- Make suggestions and refine the improvement plan initiatives to improve implementation results
- Assist with the creation and ongoing review of the data analysis, SLR, and improvement plan
- Collect data to assist in the formative assessments of the improvement plan
- Convey accurate information pertaining to initiatives back to their team, department, etc.
- Serve as a conduit to bring ideas and concerns from their constituents back to the entire CLT
- Make recommendations for the improvement of specific components of the improvement plan initiatives
- Modify the detailed action plans for improvement plan implementation as required
- Identify problem areas and offer suggestions for improvement

NEEDED KNOWLEDGE, ABILITY, AND SKILLS

- Expert in his/her field
- Ability to work collaboratively with others within the context of group dynamics
- Understanding of state accountability and the intervention process
- Ability to problem solve, ascertain key variables needed for school turnaround and offer solutions
- Ability to analyze data and make recommendations based on that analysis
- Clear vision of the expectations created by the SIP and his/her role in implementation
- Ability to build peer support for the strategies, initiative, and redesign activities of the SIP