

Campus Leadership Team Job Description 2013-2014

Overview

The campus leadership team (CLT) consists of key campus leaders responsible for the development, implementation, and monitoring of the targeted improvement plan, monitoring student performance, and determination of student interventions and support services. The campus leadership team will consist of a campus principal and administrator as well as 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 | | |

Expected Knowledge Skills and Abilities

- Expert in his/her field
- Ability to work collaboratively with others within the context of group dynamics
- Understanding of state accountability and interventions
- Understanding of the continuous improvement process
- Ability to problem solve, ascertain key variables needed for school turnaround and offer solutions
- Ability to analyze data, assess needs, and make targeted recommendations based on these actions
- Clear vision of the expectations created by the improvement plan and his/her role in implementation
- Ability to build peer support for the strategies, initiatives, and redesign activities of the improvement plan

Roles and Responsibilities

- Assist in the gathering and analysis of campus data and assessment of campus needs relating to the performance index(es) or system safeguard(s) causing the campus to be assigned accountability interventions
- Considering all analyzed data and identified needs, 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 implementation of the targeted improvement plan
- Make suggestions and refine improvement plan initiatives to improve implementation results
- Assist with the creation and ongoing review of data analysis, needs assessment, and improvement planning processes
- Collect data to assist in the formative assessments of the improvement plan
- Convey accurate initiative information 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 improvement plan initiatives
- Modify the detailed action plans for improvement plan implementation as required
- Identify problem areas and offer suggestions for improvement