



## **JOB DESCRIPTION**

<b>Job Title</b>	Elementary Equitable Multi-Level System of Support Lead Team Member
<b>Department</b>	EMLSS
<b>Reports To</b>	Building Principal
<b>Classification</b>	Certified
<b>Location</b>	Elementary Buildings
<b>Salary</b>	Increment
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

Through shared leadership, members of the Elementary Equitable Multi-Level System of Support Lead Team will serve as stewards of school's mission, vision and collective commitments (or values), and goals.

## **Essential Job Functions**

- Actively engages in instructional leadership/EMLSS lead team meetings
- Assists the building principal in developing the School Improvement Plan and monitoring progress
- Assists the building principal in planning, implementing, and leading of building professional development
- Coordinates and facilitates grade-level/department PLC process including the development of essential learning outcomes, common assessments, disaggregated data analysis, and measurable goals
- Communicates progress and provides a feedback loop with grade-level teams and stakeholders regarding school improvement

## **Ancillary Job Functions**

- Performs other related duties as assigned

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Valid Wisconsin certification in appropriate content and grade level

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum two years of successful teaching experience

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to make critical evaluations/suggestions for school improvement
- Strong leadership ability
- Ability to work effectively with groups and individuals
- Effective speaking and writing skills

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- School environment

**Physical Requirements** – The physical demands described below 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 essential functions.

- Regularly required to talk and hear
- Must be able to grasp, push, reach, stand, and bend/stoop/kneel/crouch
- Ability to lift up to 10 pounds