

Job Description: Building Program Leader

-Student-centric Learning Systems-

In general the Building Program Leader Trains, Monitors and Evaluates, and Collects Data.

1. Provide ongoing staff training and support individually and in groups.
 - a. Meet individually with teachers approximately once every three weeks.
[Part-time BPLs: Every 3 weeks with new staff; quarterly with trained staff.]
 - b. Meet approximately once every 4-5 weeks with grade-level teams and/or content teams as appropriate.
[Part-time BPLs: Meet quarterly.]
 - c. Have a purpose for each meeting that is shared in advance; do not meet just to meet.
 - d. Meetings are to last no more than one hour; make efficient use of time and respect that of the staff who attend.
2. Consult with school administration approximately every three to four weeks.
 - a. Aside from formal consultations, interact informally fairly frequently with administrators.
3. Provide a quarterly report to District administration (and, if retained, to Student-centric Learning Systems).
 - a. Include both objective and subjective analysis. It's not just about what can be reported numerically; the narrative assessment has tremendous value.
4. Coordinate with ScLS (if retained; or set up an electronic forum within the District) to collect and upload lesson plans and other reports or data.
 - a. Assist staff in accessing information from other schools online.
5. Problem-solve unique situations.
 - a. If ScLS is retained, use ScLS and BPLs in other Districts as a resource.
 - b. If ScLS is retained, share solutions with ScLS and the program community in other Districts. (ScLS will facilitate the dissemination of information.)
6. Demonstrate sample unit lessons and management techniques.

7. If ScLS is retained, coordinate with ScLS to evaluate the progress and implementation of the program or meet with District personnel to this end.

NOTE...a Potential Approach to Grade-level and/or Content teams :

- Notify teachers 2 weeks ahead of their department or grade-level meeting (to get you complete copies of the next 4 weeks of lesson plans with supporting student documents (including worksheets). Plans are expected one week prior to the meeting.
- Collect plans from teachers one week prior to their department meeting.
- Review plans using the ScLS Lesson Plans Rubric as a base.