

Professional Learning Community (PLC) Course Team Facilitator Role

PLC facilitators are central to ensuring instructional coherence, fostering teacher facilitatorship, and advancing strategic goals. This role will guide meeting flow, create team artifacts, and advise on what is and is not working in the PLC vision. It is aligned with D225 Focus Areas 1e, 2d, 3b, and 4a.

Purpose

The PLC facilitator provides focused instructional and collaborative facilitation in order to:

- Design, revise, and implement curriculum maps aligned to standards and Glenbrook's strategic initiatives.
- Adopt high-yield instructional practices across Tier 1.
- Assure consistent student learning experiences across courses and grade levels.
- Lead reflection and assure continuous improvement of course teams using relevant data.
- Identify early warning parameters and student support needs with the MTSS team.

Core Responsibilities

1. Facilitate Collaborative Planning & Continuous Improvement
 - Guide work on high-yield practices: Understanding and Adoption
 - Guide curriculum development work via UbD, ensuring each meeting agenda/summary addresses the guiding questions
 - Support the creation, use, and analysis of common assessments and common rubrics
 - Finalize and submit artifacts based on the team's work
2. Model our PLC Commitments with:
 - An Emphasis on Collaborative Planning and Analyzing Student Evidence
 - A Focus on Learning (UbD) and Teaching (HYP)
 - A Collaborative Culture with Collective Efficacy and Responsibility
 - A Results-Driven Orientation
 - A Culture of Inquiry and Continuous Improvement
 - Utilization of the PLC Reflective Cycle
3. Facilitate the Analysis of Student Evidence
 - Facilitate structured reflection using student work, data, and impact evidence
 - Lead reflection on formative and summative assessment data (including ACT suite data) to improve instructional practices and student outcomes
4. Advise on how to enhance our PLC Model
 - Quarterly Training on "Leading and Facilitating Professional Learning Communities"
 - Pilot different approaches and instruments
 - Provide feedback to instructional supervisors, APs of Teaching and Learning, and the Assistant Superintendent of Teaching and Learning

Oversight: Instructional Supervisor

Training: Four required trainings; monthly optional check-ins.

Compensation: \$1000 per year