



Lafayette Parish School System Job Description

Job Title: Instructional Leader (IL) - Federal
Department: School Based
Reports To: Principal
Approved Date: 07/2024

Salary Scale: Teacher Pay Scale
Pay Grade: N/A
FLSA Status: Exempt
Days: 187-days
2002 Sales Tax Eligible: Yes

This position is funded with federal funds and may be abolished at any time if such funds are no longer received/available.

SUMMARY OF POSITION: To assist and support teachers to be highly effective classroom instructors by providing professional development while focusing on best instructional practices and Louisiana Student Standards. Use student data to identify individual student deficiencies and address appropriate instructional interventions.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: Valid Louisiana teaching certificate; Five (5) years teaching experience; experience providing professional development to teachers preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Provides job-embedded, collaborative professional development for teachers through grade-level / department Professional Learning Community meetings (PLCs).
- Assists school-based administrators with school-wide professional development for teachers.
- Attends district-level professional development and redelivers information to teachers.
- Assists and mentors' teachers on effective instructional strategies and to understand student performance growth data.
- Models' lessons for new teachers, veteran teachers, and teachers on an intensive plan to assist with the implementation of differentiated instruction and other effective teaching strategies.
- Facilitates the Response to Intervention (RTI) process by scheduling and monitoring data for students to ensure students receive appropriate intervention through the school year.
- Screens for dyslexia and report data findings.
- Analyzes student data to recommend changes regarding specific teacher instructional practices and to determine opportunities for growth or scaffolding.
- Informally observes teachers and provide timely feedback to teachers in order to improve instruction.
- Serves on the School Building Level Committee (SBLC); interpret, gather and share data during meetings.
- Serves on other committees as assigned by school administration.
- Utilizes a variety of programs including Google programs, JCampus, Edulastic, iReady, Amplify, LEAP 360, Great Minds, Lexia, Learning Ally, Renaissance Learning, and others as necessary.
- Participates and guides the school improvement process.
- Works effectively with district and school personnel, parents, and the community.
- Assists with the state assessment process.

RESPONSIBILITIES: Staff shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

Instructional Components

- Fulfill duties traditionally expected of those in teaching/administration/itinerant profession (Oversee and/or produce lesson plans, instruction of students, collaborate with colleagues and departments, grade papers, take and record attendance, enter/average grades, supplemental tracking and/or support)
- Maintain positive and timely interaction with parents relative to the performance or conduct of students assigned to the teacher/school
- Oversees/participates in school committees or task forces to contribute to school improvement initiatives
- Oversees/participates in educational or coaching best practices and techniques
- Collaborate with those providing direct student instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curricula, and plans to improve the quality of instruction,

Supervision Components

- Supervision of students when students are on or off campus at a school related/sponsored event
- Supervision of students prior to school and/or drop-off, in classroom, between classes, during recess/intermission, during lunch, assemblies and after school events, when assigned
- Supervision of any school personnel for whom you may be responsible, as applicable

Non-instructional Components

- Attend meetings generally associated with the instruction of students and/or school/district improvement
- Attend faculty, staff/department meetings, training sessions meetings, parent-teacher conferences, back-to-school/open-house events, parent/student events such as parent orientations, open house, graduation, etc.
- Attend PGP, PIP, evaluation, observation, IAP, IEP, and student discipline meetings/hearings, school board/committee meetings, etc., upon request
- Establish/participate in school and/or district policies governing students and employees
- Planning and strategizing for future district/school improvement initiatives.
- Provide additional supervision and/or support for students who may need extra help, assistance, and/or ancillary services.
- Supporting extracurricular activities or athletic events that take place after school hours. (If applicable)
- Attend/participate in all meetings and functions of those extra-curricular activities, clubs, or groups of which the employee is a sponsor or assigned
- Represent the district/school at all functions and/or meetings at which a school representative is required, as requested

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday

schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee's Printed Name

Supervisor's Signature

Employee's Signature

Date