PACT Charter School	Building Instructional Leadership Team Member (BILT) February 2026

Immediate Supervisor	Work Day	FLSA Status	Stipend
Building Principal and Executive Director of Teaching and Learning	School Year plus Summer BILT Institute	Exempt	$2000

Position Summary

The Building Instructional Leadership Team Member is responsible for working towards the learning, communication, collaboration, implementation and feedback of the district and building goals for an aligned student experience and instructional excellence.

Responsibilities and Expectations

- Demonstrates understanding and alignment with district and building goals.
- Dedicated to learning about and responsible for communicating site and district goals to colleagues.
- Provides collaborative feedback to colleagues.
- Understands how PLCs work and demonstrates a willingness to train, monitor, and support others.
- Instrumental in implementing a school climate that results in academic and personal success for students.
- Responsible for planning and implementation of professional development when applicable.
- Responsible for gathering feedback and sharing feedback through BILT.
- Support building colleagues in the implementation of school board and teaching and learning curricula and serves as a resource to all teachers, especially new teachers.
- Engages in the continuous improvement model as it relates to BILT work.
- Committed to attending all meetings, including those scheduled in the summer and outside the work day, and actively participating in the work.
- Comfortable with challenging the status quo, willing to take risks, and doing things differently.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
Required: • Bachelor's degree in education or related field • Valid Minnesota Teaching License • At least three years of successful classroom teaching • At least one year at PACT • Knowledge of MTSS • Experience in assessment analysis, PLC leadership, and continuous improvement **Preferred:** • Master's degree in education or related field	• Deep understanding of high impact instructional practices • Strong communication and facilitation skills • Proficiency in data-driven decision making • Highly organized, adaptable, and solution-oriented • Collaborative in the educational environment

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.