

KSD Teacher Leadership Premiums Positions Descriptions 2021-22

High School Leadership Descriptions

Building Leadership Members

These teachers will attend a minimum of monthly leadership meetings, report back to their team, organize team planning agendas, and report the results of their weekly team meetings to administration and other appropriate individuals. They may also have assigned tasks outside of their duty days, such as planning special events or assemblies or working on the teacher or student handbook updates. This team may also take on other leadership responsibilities such as providing professional development opportunities to their colleagues as meaningful and appropriate.

Schedule Assistant

The Schedule assistant will work with the school administration to building the school-wide master schedule. This teacher will also be trained to set up/change/ and modify student schedules.

Senior Project

The senior project coordinator will work with the senior class and senior teachers to assist them in completing their senior project graduation requirement. In addition, this teacher will work both semesters with students to complete their senior papers and senior project.

Website/Social Media Coordinator

This individual leverage social media platforms (i.e., Instagram, Facebook, and our Website, etc.) to create systems for communicating to the families of the community the great things that KES does. This position will involve ensuring that these platforms are organized and keeping confidentiality at the front line. This teacher may also be responsible for assisting teachers in learning how to use our new technology tools.

Advisory Coordinator

This individual will be working with teachers to provide resources to share during advisors. They will provide short lessons about student study skills, note-taking, and student mental wellbeing. This teacher will organize these lessons into a teacher-accessible hub to be shared during advisory.

Grade Level Leader (RTI)

These teachers will run a monthly meeting with their grade level team of teachers. During this meeting, they will focus on identifying students who need extra support and interventions. In addition, the grade-level leaders will work closely with the school-wide RTI coordinator and grade level team to build interventions and supports that can be implemented in the classroom.

RTI Coordinator/Milepost lead

The RTI Coordinator will oversee the school-wide RTI program and assist grade-level teams in developing and implementing student interventions. Additionally, this person will give support and training on milepost. At times this person will be required to input student interventions into milepost.

Tabletop Club Advisor

Tabletop is an afterschool club for students. In this club, students can play a wide variety of non-athletic games, including card games and board games.

Graduation Coordinator

The graduation coordinator will oversee the logistics of the end-of-the-year graduation ceremony. This person will work with the school administration to set up speakers, programs, and any additional program needs.

Student Programs Coordinator

This individual will assist with non-athletic student activities during school and outside of school hours.

Canvas Coach

The canvas coach will provide training and staff development to staff on using our learning management system canvas. In addition, this teacher will provide one on one assistance to teachers and group training.

SWIS Data Coordinator

The SWIS data coordinator will pull information from milepost and input it into SWIS to comply with the AWARE grant rules.

Sources of Strength Advisor

The sources of strength advisor will be a mentor to student peer leaders. Facilitate and implement sources of strength in the building. Attend training and oversee a student leadership involved in the program.

Middle School Leadership Descriptions

MS Team Leaders:

- Monthly group meetings with the principal and other team leaders.
- Weekly grade level team meetings.
- Problem solving building level issues.
- Communicate leadership team decisions with team members.

MS After School Success Tutor:

- Tutor for grades 7 and 8.
- 1 hour a day 3 days a week after school.

MS Refocus

- Keep a log of students serving lunch detention
- Host students in their classroom during lunch every A-day for the duration of the year
- Help students complete work assigned as part of detention
- Assist students with remediation to prevent further disciplinary action

MS RTI

- Serves the KSD RTI team

- Building level RTI coordinator
- Assist in creating and implementing building RTI
- Coordinate with KSD RTI team to create consistent districtwide RTI systems

MS Social Media/Website

- Leverage social media platforms (i.e. Instagram, Facebook and our Website, etc.)
- Access pictures and graphics from yearbook/multimedia

MS Energy Champions:

- Member of the KSD Idaho Power CEI Team
- Coordinates energy savings strategies and incentives in the school building

MS Canvas Coach:

- Provide training and staff development
- Provide one-on-one assistance to teachers

MS School Site Wellness Coordinator:

- Purpose is to create a better working environment and retain **all** staff: certificated and classified
- Support staff physical health through voluntary after school activities
- Establish a tracking system to support personal goals so employees find balance between personal and professional life
- Enrich the school climate through small fun items (ex: ordering out lunch day)
- Support mental health through monthly staff activities

Elementary School Leadership Description Options

Teacher Leaders/PBIS

These teachers will attend a minimum of monthly leadership meetings, report back to their team, organize team planning agendas, and report results of their weekly team meetings to administration and other appropriate individuals. They may also have assigned tasks outside of their duty day such as planning special events or assemblies or working on teacher or student handbook updates. This team may also take on other leadership responsibilities such as providing professional development opportunities to their colleagues as meaningful and appropriate. This team will also assist in maintaining all Tiers of PBIS.

PBIS Tier I Coach + PlayWorks

PBIS Coach will ensure that Tier I school wide incentives are organized and implemented. The coach will lead teachers in participation in their roles of promoting positive behavior school wide. Leads a role in communicating the vision, mission, and protocols of Kimberly Elementary Schools PBIS plan. Will assist playground paras in continued implementation of large group and small group games and other activities.

Data Coach

The Data Coach will maintain the inventory of assessments used for each grade level and assist teachers in interpreting achievement data with the purpose of creating practical, actionable steps for teachers and teams. The data coach may be involved in many grade level team meetings to assist in the collection and interpretation of data with the group. The data coach will work with administration to design school-level intervention/enrichment systems.

Website/Social Media Coordinator

This individual leverage social media platforms (i.e. Instagram, FaceBook and our Website, ect) to create systems for communicating to the families of the community the great things that KES does. This position will involve ensuring that these platforms are organized and set up keeping confidentiality at the front line. This teacher may also be responsible to assist teachers in learning how to use our new technology tools.

Enrichment Program Coordinator

Coordinator will organize after school activities. This will include sending correspondence to parents regarding types of classes that will be offered, attaining permission slips from parents, supervising after school enrichment teachers, and assisting them in acquiring what is needed for the program. This individual will work to determine if supplies are needed and will need to be ready to assess a small fee to participants.

After School Enrichment Program Teachers

After school enrichment teaching positions will be responsible to develop after school enrichment course work based on their talents and interests. Some ideas for these enrichment programs can include: Super Delta Dart (make and fly their own Delta Dart, or other apparatuses), babysitting (perhaps call 4H and see if they could provide someone to come out), hand sewing, or other crafts, coding, art workshop, and guitar. We may need to charge a small fee for any supplies that some of these classes could require.

Student Council:

This leader will assist students in developing their leadership skills. This individual will assist in organizing student elections, monitor speeches, and supervising student council activities. He/she will help students communicate organized student activities and help students follow through with their assignments.

District Level Leadership Descriptions

Special Education Consulting Teacher

- Oversee IEPs for compliance.
- Assist in ensuring appropriate accommodations are included in IEPs and implemented in the classroom setting.
- Attend IEP meetings as needed.
- Make observations to determine sources of frustration and possible solutions.
- Serve as an expert resource for special education teachers.
- Coach special education teachers and provide direction depending on individual and department needs.

- Serve as liaison between teachers, administrators, and district office personnel.
- Collaborate with administrators and district office personnel to evaluate and track the progress of the department, construct improvement goals and action plans, and propose creative solutions to difficult situations.
- Assist SPED Director with department meetings and oversight of curriculum planning.
- Facilitate communication within the department, school, and district office.
- Ensure confidentiality of all student and family information.

AED/CPR

- Develop and monitor plan to ensure AED are monitored and up to date.
- Coordinate training for AED training.
- Coordinate and develop district wide CPR plan.

KSD Wellness Policy Coordinator:

- Review district policy to insure polices are up to date to meet guidelines of the SDE Child Nutrition Programs.
- Coordinate with building level principals to ensure policies are being incorporated.
- Participate as a member of the wellness committee.

School Site Wellness Coordinator:

- Purpose is to create a better working environment and retain all staff: certificated and classified
- Support staff physical health through voluntary after school activities
- Establish a tracking system to support personal goals so employees find balance between personal and professional life
- Enrich the school climate through small fun items (ex: ordering out lunch day)
- Support mental health through monthly staff activities

Energy Champions:

- Member of the KSD Idaho Power CEI Team
- Coordinates energy savings strategies and incentives in the school building

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- Serves the KSD RTI team
- Building level RTI coordinator
- Assist in creating and implementing building RTI
- Coordinate with KSD RTI team to create consistent districtwide RTI systems