

## **Elementary Instructional Leader**

The District will appoint one or two Elementary Instructional Leader(s) for each of the five grade levels, representing each school at the elementary level (K-4).

### **Responsibilities**

- Attend PLC Training (only need to attend this once, not annually) and Leadership Summits twice a year (at Natick location).
- Develop team norms and survey all grade level teachers to determine what subject/topic to select for the year.
- A subject/topic will be explored annually. Each grade level team will then determine what each student is expected to know and be able to do in that subject/topic. Each subject/topic goal is streamlined, systemic and connected to a professional development plan for the year that is connected to district goals and school improvement plan goals
- Subject/topics might include the development of frequent, formative and summative common assessments and the exploration of how technology could be used to enhance teaching and learning.
- Elementary Instructional Leaders will meet with Superintendent, Assistant Superintendent and an Elementary Principal Representative monthly at an agreed upon after school time to support the coordination, planning and execution of professional development time.
- Explore all options to take advantage of in-house expertise for professional development
- Present to School Committee twice a year – Describe the subject/topic in the fall and provide a summary of accomplishments in the late spring
- Set up a listserv/ email distribution list of all grade level teachers to communicate between meetings

### **Selection Process**

The EAN will select a person from each school to serve on the interviewing committee. The superintendent, assistant superintendent and a principal will represent the School Committee on the interviewing committee.