

**MORGAN HILL UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Renaissance Learning Community Team Lead (**Teacher on One-Year Special Assignment**)

GENERAL DESCRIPTION

Under the direction of, and reporting to the Assistant Superintendent of Educational Services, the Renaissance Learning Community Team Lead will perform a variety of functions during year four of the Morgan Hill Unified School District's partnership with the 21st Century Education Initiative of Joint Venture: Silicon Valley including project management, project evaluation, and data analysis. The individual in this position will work closely with district and site administrators, teachers on special assignment, and teachers in classrooms to help students improve achievement and attain work-related skills. Approximately two-fifths of the work will be in project management and three-fifths will be in project evaluation and data collection. Salary will be determined according to the Morgan Hill Unified School District teacher's contract.

DUTIES AND RESPONSIBILITIES:

1. General:

Completes and submits monthly and quarterly progress reports to Joint Venture staff in a timely manner.

Represents the district at monthly Joint Venture Team Lead meetings and at related events scheduled throughout the year.

Plans and facilitates quarterly progress meetings involving the Superintendent and Joint Venture staff.

Plans and conducts regular Project Team meetings to coordinate the work Renaissance Learning Community.

Makes regular progress reports to the District Advisory Committee on Improved Education and/or other strategic planning structures.

Makes reports to the Morgan Hill Unified School District Board of Education, as needed or requested.

Works with the Coordinator/Curriculum and Assessment and the Director of Technology to collect, analyze, and disseminate data related to the work of the Renaissance Learning Community.

Writes and disseminates news releases related to the work of the Renaissance Learning Community.

Collects end-of-year data on all project components and complete a written end-of-year report to be submitted to the Joint Venture.

Establishes and monitors the Renaissance Learning Community budget.

2. Additional Duties

Completes other duties and responsibilities as assigned by the Assistant Superintendent of Educational Services.

3. Distinguishing Characteristics

This position will be assigned at the district-level for a duration of one year. The Team Lead will oversee the implementation of the Renaissance Learning Community plan for year four and work with the other individuals and groups involved in the support of this on-going work.

4. Working Conditions

Manual dexterity and physical condition necessary to maintain a rigorous work schedule.

Moderate physical effort, standing and/or walking for extended periods of time.

Moderate to high stress level.

5. Environmental Conditions

Indoor and outdoor environment.

Temperature – normal, occasional adverse weather conditions.

6. Contacts

Daily contact with students, teachers, and school and District staff.

Regular contact with Joint Venture staff, parents, community members and outside agency personnel.

7. Authority and Functions:

Under the direction of the Assistant Superintendent Educational Services, manages and monitors all aspects of the District's work as a Joint Venture/Challenge 2000 Renaissance Learning Community.

8. Chain of Command

Reports directly to the Assistant Superintendent Educational Services.

9. Education and Experience

At least one year of teaching experience is required. Individual should hold a current and valid California teaching credential. Experience in project management is desirable.

10. Occupational certificates/licenses

First Aid and CPR certification is desirable.

11. Salary and work days

Salary and working days will be determined according to the Morgan Hill Unified School District teachers' contract plus a stipend **at an appropriate rate** for working two additional weeks during the summer vacation period.

12. Employment standards

Knowledge, skills, and abilities required:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Ability to work effectively and cooperatively with teachers, administrators, students, and parents in individual and group settings.

Skill in working with computers and the Internet.

Proficiency in using technology appropriately in various subject areas, and willingness to research and learn in this area.

Ability to gather, sort, analyze, and report out data related to student learning.

Ability to work independently and under supervision.

Knowledge of best practices in teaching and learning.

Adopted: May 24, 1999