

**Waco Independent School District
JOB DESCRIPTION**

Job Title: Multi-Classroom Leader (MCL)

Wage/Hour Status: Exempt/Contract

Reports To: Campus Principal

Pay Grade/Days: Teacher/187

Dept./School: Assigned Campus

Date Revised: February 2021

Primary Purpose:

Teaches part of the time and leads a small collaborative team of teachers, paraprofessionals, and teacher residents in the same grade or subject to jointly build each student's academic, social, emotional, behavioral, and organizational skills.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university

Master's Degree, preferred

Valid Texas teaching certificate with required endorsements or required training for subject(s) and level(s) assigned

Demonstrated competency in the academic subject area(s) assigned

Special Knowledge/Skills:

Knowledge of academic subject(s) assigned

Knowledge of curriculum and instruction

Knowledge of internet and web-related technology

Ability to instruct students using a variety of technology applications and platforms

Ability to assist students with technology set-up and navigation and to provide resources for students/parents to contact if technology issues arise

Ability to develop relationships and maintain consistent contact with students, parents, and colleagues

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience

Demonstrated effectiveness working with people who have differing cultural backgrounds and/or personal characteristics, including race, religion, gender, sexual orientation, or economic differences.

Preference given for experience working successfully with those of similar demographics to the desired school placement.

Prior evidence of high-progress student outcomes in the relevant subjects (in the top 25% compared to other teachers in a state or on national tests), evidence of superior prior academic achievements, and organizing and influence skills indicating very high potential to perform at this level.

Experience successfully leading and managing a team of adults to accomplish goals

Major Responsibilities and Duties:

Instruction

1. Teach and collaboratively co-plan, co-teach, model excellent instruction, lead review of student data, coach, and provide feedback to the team and campus leadership.
2. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Establish each team member's roles and goals at least annually, determine how students spend time, and organize teaching roles to fit each teacher's strengths, content knowledge, and professional development goals.
4. Lead team to:
 - a. hold students accountable for ambitious, measurable standards of academic achievement;
 - b. identify and address individual students' social, emotional, and behavioral learning needs and barriers;
 - c. identify and address individual students' development of organizational and time-management skills;
 - d. invest students in their learning using a variety of influence techniques;
 - e. incorporate questioning and discussion in teaching;
 - f. incorporate small-group and individual instruction to personalize and tailor instruction to individual needs;
 - g. monitor and analyze student assessment data to inform enriched instruction by teacher;
 - h. communicate with students and keep them informed of their progress.
5. Organize the team to analyze student learning data and change instruction to ensure high-growth learning for every child.
6. Accountable for learning and development of all students taught by the team members.
7. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

Planning and Preparation

8. Collaborate with the team and use the team's ideas and innovations that may improve learning.
9. Set high expectations of achievement that are ambitious and measurable for all students taught by team.
10. Establish methods and create instructional tools and materials that team teachers use in all classrooms.
11. Set direction, verbally and with tools and materials, that clarify content and teaching process.
12. Lead team to:
 - a. plan backward to align all lessons, activities, and assessments;
 - b. design instruction that is enriched (developing higher-order thinking skills) and personalized (reflecting learning levels and interests of individual students);
 - c. design assessments that accurately assess student progress.

Classroom Environment

13. Lead team to:

- a. hold students accountable for high expectations of behavior and engagement that are ambitious and measurable;
- b. create physical classroom environments conducive to collaborative and individual learning;
- c. establish a culture of respect, enthusiasm, and rapport.

Professional Responsibilities

- 14. Solicit and eagerly receive feedback from supervisor and team members to improve professional skills.
- 15. Lead team to maintain regular communication with families, and work collaboratively with them to design learning both at home and at school, and to encourage a home life conducive to learning success.
- 16. Organize and schedule team time to ensure alignment of instructional vision and delivery in all classrooms, and to troubleshoot students' persistent learning challenges.
- 17. Determine how students spend instructional time based on instructional skills and content knowledge of teachers in team.
- 18. Allocate instructional process elements (lesson planning, large-group instruction, small-group instruction, individual interventions, data analysis, grading, etc.) among team of teachers based on teacher strengths, content knowledge, and professional development goals.
- 19. Allocate non-instructional administrative duties among team of teachers.
- 20. Model instructional tasks to aid team development.
- 21. Clarify and adjust team members' roles and provide feedback, developmental advice, and assignments to develop their effectiveness.
- 22. Evaluate team members for potential role changes, and for increasing job opportunities for team teachers who are ready to advance (to new or more complex roles).
- 23. Provide input to the principal for the purposes of development and performance evaluation. Participate in professional development opportunities at school.
- 24. Attend and participate in faculty meetings and serve on staff committees as required.
- 25. Perform other duties as assigned.

Equipment Used:

Personal desktop computer and/or laptop, phone line, printer/copier, and related office equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress, work with frequent interruptions. Constant contact by phone and in person with the public and school district employees. Continuous sitting, standing, bending, stooping and wrist flex extension. Administrative office environment.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District is an equal opportunity educational provider and employer does not discriminate on the basis of race, color, natural origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or P.O. Box 27, Waco, TX 76703.