

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

POSITION/TITLE: Steering Committee Team Member

TERMS OF EMPLOYMENT: 10 Months

SALARY: \$5,000

FLSA STATUS: Exempt

BENEFITS: No Benefits

QUALIFICATIONS:

1. Certified Teacher at Pinon Unified School District.
2. Must have proven successful employment record.

JOB GOAL: Each school works to identify challenge areas and seek collaboratively designed solutions based on the implementation of Powerful Learning and research-based strategies.

Accelerated Schools best practices requires a governance model with three levels of participation that allow the schools to tackle problems in a democratic but systematic way. The three levels of participation consist of cadres (teacher teams), the steering committee, and the school as a whole.

- Unity of Purpose
- Empowerment and Responsibility
- Building on Strengths.

DUTIES AND RESPONSIBILITIES:

1. Members are to ensure that the cadres and the entire school are moving in the direction of the school vision. Make sure that the discussions, practices, and proposals lead toward the vision of 70 x 11 and Performing Plus.
2. Serves as a clearinghouse of information so that all other groups in the school communicate and coordinate with one another rather than operating in isolation.
3. Serves as a communication vehicle for disseminating information to cadres and the school as a whole. Steering committee members report what goes on in their cadres/departments to the steering committee and then reports back to their respective groups about what takes place at the steering committee meeting.
4. Monitors the progress of cadres and all other groups in the school to ensure that they stay on track with the Inquiry Process. The Inquiry Process is to help each other think systematically. The steering committee also helps keep cadres moving so that no one gets "stuck."
5. Helps cadres and other groups develop and refine recommendations for consideration by the school-as-a-whole. Cadres report their progress to the steering committee. Pilot action plans are reviewed by the steering committee and when approved are presented by the Steering Committee to the school-as-a-whole. The steering committee is a clearinghouse for school-as-a-whole agenda setting.
6. Helps the administration deal with incoming information to the school and helps disseminate this new information to the cadres. Helps different cadres combine their efforts and share information.
7. Performs other duties as assigned.

The governance structure combined with the Inquiry Process and the school vision work together to give the school community the framework and direction needed to bring all children into the educational mainstream.

REPORTS TO: Principal

EVALUATION: Performance will be evaluated in accordance with the Board's Policy on Evaluation of Certified Personnel.

Employee's Signature: _____

Date: _____