



**Centralia School District  
PLC Lead/Leadership Team Stipend  
1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> Grades**

**Reports to:** Principal

**Location:** Oakview Elem.

**Bargaining Unit:** CEA

**FLSA Status:** Exempt

**Job Summary:**

Individuals who receive the PLC Lead/Leadership stipend assist in school leadership including evaluating, planning, implementing, and monitoring the School Improvement Plan. Additionally, they act as PLC lead through planning, organizing, facilitating, and collecting evidence of PLC work related to the four PLC questions.

**Required Qualifications:**

- Knowledgeable about effective PLC's
- Ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Organizational skills and flexibility to respond to changing student needs
- Ability to maintain confidentiality, work independently and in a team setting, and effectively problem-solve
- Ability to establish positive relationships and with other staff
- Successful experience working with colleagues
- Ability to maintain a positive attitude
- Ability to support the District's vision, mission, and goals including the belief that all students can succeed
- Ability to perform the essential functions of the job with or without reasonable accommodations

**Essential Functions:**

- Collaborates in Professional Learning Communities with colleagues to work on the four questions: 1) What do we want students to learn? 2) How do we know they have learned? 3) How will we respond when they have learned? 4) How will we respond when they don't learn?
- Ensures PLC maintains its focus on the four PLC questions
- Maintains current knowledge of the School Improvement Plan, data related to it, and the data related to the PLC in which the staff member is leading
- Actively evaluates, plans, implements, and monitors all aspects of the School Improvement Plan
- Effectively represents their PLC at the SILT meetings
- Focuses on ensuring competence growth for all students
- Works with teacher leaders and administration to set goals and processes

- Meets deadlines and sets priorities
- Maintains confidentiality
- Makes informed decisions about curriculum and instruction based on research and the analysis of student work
- Ensures all students at their grade level and site are mastering the essential curriculum and that students are being appropriately challenged
- Facilitates PLC meetings including maintenance of agendas, notes, learnings, data, clock-hour sign-in sheets, and clock-hour evaluation forms
- Participates in ongoing training related to PLC's and school improvement.
- Attends meetings and trainings as directed or appropriate
- Other duties as assigned

**Compensation:** \$1,650.00

**Application Procedures:**

Anyone interested in this position should submit a letter of interest to Crystal Allen, Principal of Oakview Elementary at [callen@centralia.wednet.edu](mailto:callen@centralia.wednet.edu).

### Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.				X	
Lift/push/pull/carry objects 11-20 lbs.	X				
Lift/push/pull/carry objects 21+ lbs.	X				
Standing up to one hour at a time				X	
Standing up to two hours at a time		X			
Standing for more than two hours at a time	X				
Stooping and bending				X	
Ability to reach and grasp objects				X	
Manual dexterity or fine motor skills				X	
Ability to communicate orally				X	
Ability to hear				X	
Proofreading and checking documents for accuracy				X	
Using a computer and computer software				X	
Using various technology tools				X	
Working in a normal office environment with few physical discomforts				X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions			X		
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	X				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	X				
Operating school buses, light and heavy-duty trucks & automobile and/or vans	X				