

## **Professional Learning Advisory Board (PLAB) Representative**

### Job Description

**JOB TITLE:** Teacher Representative of Professional Learning Advisory Board (PLAB)

**REPORTS TO:**  
PLAB Board and PFT Leadership

**SALARY:**  
Salary Schedule teacher leadership IV\*

### **JOB SUMMARY:**

Under the direction of the PLAB Board and PFT Leadership a representative will provide recommendations for professional learning opportunities in PUSD that are research based and consistent with the latest research on knowledge of content and adult learning strategies; to be a “first reader” for Teaching and Learning Cooperative (TLC) proposals; to be an active liaison for teachers in the area of TLC, providing one-on-one support in understanding the TLC program and assisting with the writing of TLC course proposals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Contribute to the successful implementation of a high-quality professional learning program at the district and the site levels
- Work with the PFT Director, and the designated Learning Support Services Director, to ensure all TLC's are high quality, aligned with District goals, content standards, and data-driven
- Remain current in the field of professional development through various academic activities including but not limited to reading professional learning publications as provided and actively engage in knowledgeable collaborative conversations
- Assist all teachers and encourage program participation by explaining the program, being available to respond to questions and assist with the writing and submitting of proposals. This may include providing feedback to improve initial and re-writing of proposals.
- Serve as a district-wide point of contact for all TLC proposals.
- Attend New Teacher Day to provide introductory information about the TLC Program
- Attend and participate in monthly after school meetings (currently Thursdays from 4-6 p.m.) of the Professional Learning Advisory Board
- Attend PLAB full day meetings via sub release (1-2 days per year)
- Attend sub-group meetings outside the work day (as needed)
- Additional duties may be given, based on the identified needs of the program

### Additional Information for the Position:

The position will require open office hours, school site visits, one-on-one meetings, and phone and/or email communication.

Applicants new to the TLC program will be provided training.

Applicants that have experience with writing and/or facilitating a TLC are encouraged to apply.

**REQUIREMENTS:**

**Education/Experience:**

- California Teaching Credential
- Tenure with Poway Unified School District
- Five years teaching experience with Poway Unified School District
- Experience in leadership roles and breadth of teaching experience is desirable but not required

**Knowledge, Skills, and Abilities:**

- Exceptional interpersonal skills with the ability to earn the confidence and respect of teachers and a wide range of District personnel
- Consulting skills, including the ability to actively listen, facilitate growth and reflection, and attend to the teacher while ensuring program parameters are met
- Highly organized
- Strong initiative, and able to work autonomously with little supervision
- Problem solving skills and the ability to identify possible solutions
- Ability to be reflective and flexible, with a strong desire to learn and accept new challenges
- Excellent writing and grammar skills, as well as verbal skills, are required for communication with teachers

**TERM OF ASSIGNMENT:**

Teacher candidates are interviewed and selected in the spring to form a pool of potential PLAB Teacher Representatives, who remain in the pool for up to three years. Candidates will be selected from the pool as positions become available (e.g. vacancies for the following school year; if a replacement is necessary mid-cycle), but cannot be guaranteed a position.

Representatives serve for a three year term\*, and may apply and interview for an additional term. Whenever possible, an attempt will be made to stagger the representatives to ensure that no more than half of the teacher representatives roll off in a given year. This may necessitate some members serving longer than three years.

*\*Despite the three year cycle, this position is ultimately a year-to-year assignment based on needs and/or budget. Each year, PLAB Teacher Reps must receive an offer of employment (schedule IV) from PSS.*