

**Memorandum of Understanding between Poway Federation of Teachers
and Poway Unified School District**

Elementary Site Professional Learning Leaders (PLLs)

It is the belief of our District and Federation that collaboration and shared decision-making are models that create trust and shared responsibility, and enable risk-taking and innovation to help meet the needs of our changing world. Implementation of elementary site Professional Learning Leaders (PLLs) will focus on the continuous improvement of teaching and learning and the quality of instruction at every elementary site. PLLs support and build the capacity of each school to function as a learning community in which professional learning is job-embedded and is supported with sufficient time and resources.

JOB DESCRIPTION:

Working in collaboration with site principal:

- Work with site leadership and colleagues to foster a collaborative culture
- Support site and district initiatives to guide professional learning
- Work with colleagues to participate in the decisions that impact the success of the school and students as a whole
- Participate in training to support leadership skills (may include, but not limited to): decision-making models, trust, teamwork, communication, efficacy of meetings, adult learning, content development, accountability and results

RESPONSIBILITIES:

- Serve as a leader on campus in the spirit of continuous improvement at the site, *"I am part of the site team because I am passionate about my site, and I want to continue to support ongoing learning at our school to ensure the school continues to be an exceptional learning organization!"*
- Plan and facilitate professional learning at the site and/or district professional growth days
- Help manage regular logistics of professional learning meetings, to include meeting agendas and minutes to clarify and document all group decisions and agreements
- Attend site and district leadership meetings

SKILLS AND CHARACTERISTICS:

- Model leadership for other members of the school community by displaying good judgment, professional behavior, and mutual respect for all
- Demonstrate good communication skills – impartial listener, trouble-shooter, visionary
- Ability to look at issues through "school-wide lens," not just grade or subject level
- Ability to be flexible and adaptive

SITE PLLs:

- Based on the number of FTEs (Full Time Equivalent) at the site, a minimum of two (2) and maximum of four (4) PLLs/site. FTEs/site:
 - Small schools up to 24 FTE (2 PLL), medium schools 25-33 FTE (up to 3 PLL) , large schools 34+FTE (up to 4 PLL)

IDENTIFICATION PROCESS and TERM:


- PFT and LSS to provide a prescribed process to inform all teachers of the opportunity
- Based on annual feedback from teachers, existing PLL's and administrators, PFT and LSS will jointly identify the focus of the PLL work for the coming school year.
- Teachers articulate an interest in the PLL position to their principal
- Using an existing site collegial committee and/or structure (PLC, SET...), including the site PFT Rep and principal, the committee will determine the selection process of site PLLs
- If the principal determines an applicant is not eligible to serve, written feedback is required for non-selection/eligibility
- In the event there are no volunteers, the principal may recruit and with the approval of the site's collegial committee appoint (this is a voluntary position)
- PLLs serve a flexible 1-3 year term, may reapply, and there no term limits

COMPENSATION:

- PLLs compensated on Leadership Salary Schedule II (approximately five additional days @ per diem)
 - Leadership Salary Schedules are based on additional days (not exact hours) and level of responsibility
 - Responsibility extends beyond the site's grade-level needs to supporting the ongoing improvement of teaching and learning and quality of instruction at the site
 - Responsibility includes helping to build, lead, and facilitate the site's professional learning, which cannot be determined by minutes or days but rather ongoing initiative and effort

IMPLEMENTATION and REVIEW: PFT and PUSD Teaching and Learning Steering Committee members agree to annually:

- Evaluate the district's expectations for the PLL's workload and time commitment expectations outside the workday/year to determine the appropriateness of Leadership Salary Schedule II compensation
- Meet and evaluate the effectiveness and sustainability of elementary site Professional Learning Leaders
- Identify the role and responsibility of PLL


Poway Federation of Teachers Date 5/21/16


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