

Professional  
Learning  
Community  
Coordinator  
  
GUIDE

07-08: Yr 3

**ST CLOUD AREA SCHOOL DISTRICT 742**  
**POSITION DESCRIPTION**

**POSITION IDENTIFICATION:**

**Title:** Professional Learning Community Coordinator

**Level:** Pre-K through Adult

**Minimum Qualifications:**

1. Active member of the Professional Learning Community
1. Ability to communicate effectively
2. Flexible, self-motivated, organized, collaborative, and able to work with diverse teams
3. Familiarity with and successful past participation in the District 742 Q-Comp initiative

**Salary Level:** \$300.00 stipend

**Reports to:** Q-Comp Coordinator

**POSITION SUMMARY:**

The PLCC facilitates the completion of the PLC organizational tasks.

**DUTIES AND RESPONSIBILITIES:**

1. Facilitate the completion of the organizational components of the PLC:
  - Setting the focus
  - Writing, submitting and communicating the PLC proposal
  - Collect and submit the Individual Contribution to Student Success intent forms
  - Submitting the PLC resource request form
  - Determining the schedule of meetings
  - Setting norms
  - See that PLC members complete Reflective Experience Action Plans
2. Update the building administrator once a month regarding the work of the PLC.
3. Administrators may desire a 2-5 minute "PLC Quick Share" at staff meetings, etc. If so, the PLCC will be responsible for coordinating their PLC's contribution to this event, no more than once a month.
4. Help the PLC maintain research and data focus
5. Be the conduit between the PLC, the Lead Teacher, Mentor Facilitators, Shawn, and the Building Administrator

# PLC MEETING GUIDE

(Use this guide to facilitate your PLC meetings. No reflection sheet required)  
*“We accept learning as the fundamental purpose of our school and therefore are willing to examine ALL practices in light of their impact on learning.”*

*“PLCs always attempt to answer critical questions by building shared knowledge.”*  
*DuFour*

## AT EVERY MEETING, YOU SHOULD.....

### ∇Review Agenda for the Meeting

### ∇Review Norms

### ∇Research Discussion

- Discuss research/assignment and the impact on your practice

### ∇Examining Data (Student Work, Assessments, Observational Data, Self Assessments)

- As a group, share data and discuss implications relating to your PLC focus and research. This is an important piece to your meeting.

### ∇Frameworks Component Review

- Discuss implementation of the three District Framework Components in your professional setting: **2B**- Establishing a culture for learning, **3B**- Using questioning and discussion techniques, **3C**- Engaging students in learning

### ∇What's Next?

- Research: Determine what will be read/studied before next meeting
- Professional Practice/Strategies: Determine what strategies you will implement before the next meeting
- Data: What kinds of student work/data do you plan to gather before the next meeting?





# ADMINISTRATOR UPDATE

(Turn into Shawn Gombos@DAO by May 16)

As part of your PLCC duties, you are required to give a **monthly** update to your administrator about the work you are doing in your PLC.

Have a conversation with your administrator regarding the type of feedback they are looking for e.g. e-mail summary, written summary, face to face conversation etc.

## UPDATE RECORDING CHART

| Month    | Date of Update | Method Used<br>(e-mail, written, face to face,<br>telephone or other) |
|----------|----------------|---|
| October  |                |   |
| November |                |   |
| December |                |   |
| January  |                |   |
| February |                |   |
| March    |                |   |
| April    |                |   |

## PLC Quick Shares

Check with your administrator to see if they want to have PLCs do a quick 2-3 sentence share of their work at staff meetings etc. If they do, you are responsible for coordinating this.

Examples of this coordination could be:

- Putting PLCs on a rotating schedule of sharing at staff meetings
- Decide on another way to share that is not staff meeting orientated

If your administrator wants to have "Quick Shares" outline your coordination plan below.

# THINGS TO SEND

## SHAWN

| WHAT TO SEND   | DUE DATE                        | SENT IN ✓ |
|--|---------------------------------|-----------|
| <i>PLC MEETING SCHEDULE</i>                                      | <i>OCTOBER 26<sup>TH</sup></i>  |           |
| <i>PLC NORMS</i>   | <i>OCTOBER 26<sup>TH</sup></i>  |           |
| <i>PLC RESOURCE<br/>REQUEST FORM</i>                             | <i>OCTOBER 26<sup>TH</sup></i>  |           |
| <i>PLC QUICK SHARES<br/>COORDINATION PLAN</i>                    | <i>NOVEMBER 16<sup>TH</sup></i> |           |
| <i>REFLECTIVE<br/>EXPERIENCE ACTION<br/>PLAN CHECK OFF SHEET</i> | <i>NOVEMBER 16<sup>TH</sup></i> |           |
| <i>ADMINISTRATOR<br/>UPDATE RECORDING<br/>CHART</i>              | <i>MAY 16<sup>TH</sup></i>      |           |
|  |                                 |           |
|  |                                 |           |