**District Writing Cluster Leader**

Reports to –Assistant Superintendent Curriculum/Instruction

Terms of Employment – Determined by the District board approved Extra Curricular Schedule

The writing leaders will assist K-12 schools in strengthening the writing program in curriculum, instruction, and assessment by sharing current best practices in writing; will provide writing in-service and will serve as a liaison between Gallatin County Schools and the Kentucky Department of Education; district liaison on all writing responsibilities.

**PERFORMANCE RESPONSIBILITIES**

1. Curriculum and instruction
2. Assists in writing program implementation and integrating such programs throughout the district
3. Models effective writing strategies which impact student learning
4. Researches new writing strategies and recommends changes to the curriculum that will improve writing skills
5. Assists schools in identifying needs and possible resources, including technology to address those needs
6. Monitors schools’ writing progress and provides more training to schools that score low in writing on state testing
7. Supports staff in reviewing students’ writing portfolios, identifying individual pupil strengths and weaknesses, and providing suggestion to teachers on improving performance
8. Collaborates with OVEC staff on state and regional initiatives, including regional and state writing portfolio training sessions
9. Interpersonal relationships
10. Demonstrates positive interpersonal relationships with students
11. Demonstrates positive interpersonal relations with staff
12. Demonstrates positive collaborate relationships with other administrators
13. Demonstrates positive interpersonal relationships with parents/community
14. Professional duties and responsibilities
15. Assists in identifying professional development providers
16. Participates in professional development to schools in writing and integrated language arts instruction and assessment
17. Follows the policies and procedures of the school district
18. Adheres to the state Professional Code of Ethics
19. Attends meeting and other school related programs as necessary and appropriate

**PHYSICAL DEMANDS**

The work is performed while standing or sitting.

**MINIMUM QUALIFICATIONS**

1. Kentucky certification, license, or other legal credentials required.
2. 3 years of professional teaching experience in writing at the elementary, secondary or higher education level.
3. Participation in professional development and training associated with Kentucky Writing Project.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: July 25, 2011

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee