

Due Date: 2-6-2016

ARLINGTON PUBLIC SCHOOLS

For School Year: 2017-2018

Building: District Instruction

PERSONNEL/EXTRA DUTY PROPOSAL

Proposal Title: Increased teacher FTE by .02 in area of Instructional Support

Proposed by: Lynn Johnson, Aaron Pfingsten, Jacque Morgan, James Shada

Personnel proposals must have approval from building principals. Extra duty proposals must have approval from building principals and the activities director.

Proposal:

1. To increase the ability to provide direct and indirect instructional support in Reading and Math to students and staff grades K-12.
2. To provide continued assistance to building principals by assuming responsibility that is currently on their shoulders in the areas of organizing, training, and delivery of instructional support systems.

Rationale/Need:

The increased time and the flexibility provided by a full time employee rather than part time positions combine to enhance the delivery of services with very little increase in cost. This is a more cost effective manner to meet district needs.

Job Responsibilities Include:

- Instructional Support: Provide direct instructional support to students and staff in grades K-6 in the areas of language arts and math. Provide indirect management of instructional interventions for students and staff in grades K-12. Indirect management includes training staff on delivery of interventions, monitoring the delivery of interventions, and researching and exploring intervention systems that best fit our needs.
- Curriculum: Oversee the work of curriculum committees in revising curriculum. Maintain written curriculum for the district. Facilitate and lead the selection of curriculum materials. Serve as administrative liaison to district curriculum committee meetings and maintain notes or minutes of activities.
- Assessment: Oversee the district criterion referenced assessment system. Lead the revising of the district assessments and assessment procedures as necessary. Prepare and submit required curriculum and assessment reports to the Nebraska Department of Education. Report assessment results to the Nebraska Department of Education and public. Supervise the administration of standardized achievement testing program. Supervise other testing programs for the district except psychological testing related to special education evaluations. Implement test preparation programs for district students.
- Staff Development: Arrange for staff development activities as required by law or identified by the school improvement team. Develop the schedule for staff development activities with consultation with the leadership committee and administrative team. Provide professional development in across-curriculum, research-based instructional strategies; guide professional development in support of district and school improvement plans.
- Instructional Leadership and Supervision: Assist the building principal(s) at his or her request in the formative aspects of teacher appraisal by observing, mentoring and/or coaching teachers and providing feedback to the teacher and Principal for the purpose of improving instructional skills. Assist Principals with building supervision when the Principal is absent or otherwise unable to attend to an administrative matter. Participate in professional activities, workshops and conferences on the state and national level in order to bring current and innovative instructional theories and practices to the school district.
- Provide professional development in across-curriculum, research-based instructional strategies; guide professional development in support of district and school improvement plans.

STAFF NEEDS: .02 FTE increase plus 5 extended contract days

FACILITY NEEDS: N/A

MATERIALS - SUPPLIES NEEDED: N/A

NUMBER OF STUDENTS AFFECTED: Year 1: Directly 122, Indirectly 631
Year 2: 631

TARGET GROUP: K-12 Students and Staff

TOTAL ESTIMATED COST: Derived from blending two current .49 positions. Final cost would be .02 FTE + health/dental benefits + 5 contract days. This will vary depending upon who fills the position.