



GUIDE TO THE RECOVERY SCHOOL DISTRICT 2008-09 HIRING PROCESS FOR SMALL LEARNING COMMUNITY LEADERS

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April 5, 2008

Dear Prospective Small Learning Community Leader:

In the aftermath of Hurricane Katrina's devastation, we have an historic opportunity in New Orleans to build a new school district from the ground up. While we face many challenges, there are no institutional obstacles to building a district that truly serves the best interest of our children and can become a model for the nation.

Building such a district could become a critical catalyst for the revitalization of the whole city. As a teacher in the Recovery School District, you will have a once-in-a-lifetime opportunity to participate in the rebuilding of New Orleans through the rebuilding of its educational system. You will also have an opportunity to make a difference in the lives of children whose needs are great.

New Orleans is a hotbed for change and school reform, and the Recovery School District is at the center of this movement. Small Learning Community Leaders are the key to student success, and we are looking for talented, dedicated individuals to help us transform our schools. We are reforming our curriculum and instructional models to provide a managed instructional system at every grade level, Pre K-12, and will provide ample professional development. We offer competitive salaries and benefits and opportunities for added incentives for staff at schools that show improvement. Our guarantee to you is that you will grow and have the satisfaction of knowing that you've made a positive contribution to this nation's second oldest and most unique city.

Educating students in New Orleans is not a job for the meek, but neither is any great undertaking. If you have what it takes, if you feel up to the challenge and truly want to make a difference in education, become a Small Learning Community Leader in the Recovery School District.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Vallas', written in a cursive style.

Paul Vallas, Superintendent



INSTRUCTIONS FOR APPLYING TO BE A RSD SMALL LEARNING COMMUNITY LEADER

RSD is now accepting applications for Small Learning Community Leaders (SLC). We are using a comprehensive, research-driven reform model to provide career advancement opportunities for classroom teachers.

PROCESS AND REQUIREMENTS FOR SLC CANDIDATES

<p>RSD SLC Centralized Application and Screening Process</p>	<ol style="list-style-type: none"> 1. Complete an online application at www.teachlouisiana.net. On the application, indicate that you are applying for the position of Small Learning Community Leader. 2. Submit via email to HR@rsdla.net the following items (please use the email subject: SLC Application): <ol style="list-style-type: none"> a. Resume/<i>Curriculum Vitae</i> b. Reference page with three (3) professional references <ul style="list-style-type: none"> • <i>names</i> • <i>contact information</i> • <i>relationship to applicant</i> c. Letter of Intent on the following topic (<i>1 page maximum</i>): <p style="margin-left: 40px;"><i>“As a Small Learning Community Leader, please outline the steps you would take to lead a group of teachers in increasing student achievement.”</i></p> 3. Submit portfolio to Human Resources at time of scheduled interview. (see “Requirements for Small Learning Community Leaders” for portfolio requirements) 4. If you are not already an RSD employee, successfully complete the RSD Skills assessment offered on Mondays, Wednesdays and Fridays at 9:00 a.m. or schedule a date and time if you are an out-of-town candidate by emailing our Recruitment Specialist at brian.simon@rsdla.net. 5. Teach a sample lesson to be observed and evaluated by the Selection Committee. 6. Complete Small Learning Community Leader Interview.
<p>RSD SLC Selection and Placement Process</p>	<ol style="list-style-type: none"> 7. RSD Selection Committee notifies applicants of their eligibility for hire as a Small Learning Community Leader. 8. Principals select Small Learning Community Leader from list of eligible candidates. 9. RSD HR extends offers to selected Small Learning Community Leaders and finalizes school placements. <p><u><i>Current RSD employees, skip 10-13.</i></u></p> <ol style="list-style-type: none"> 10. Candidate completes pre-employment paperwork (drug test, background screenings). 11. Candidate signs offer letter and submits to HR. 12. Candidate attends HR Hiring Orientation to fill out new hire packet. 13. Candidate attends new employee orientation. 14. Small Learning Community Leaders attend training and workshops.

For questions about the process, contact RSD Human Resources at HR@rsdla.net or 504-373-6200 ext. 20156.



REQUIREMENTS FOR SMALL LEARNING COMMUNITY LEADERS

- Satisfy all requirements described in the SLC Job Description (*see attached*).
- At least two (2) years of teaching experience.
- Have a valid Louisiana teaching certificate, or ability to gain valid Louisiana teaching certificate by August 1, 2008.
- Doctorate or Master's degree in relevant academic discipline desired.
- Submit a **Professional Portfolio** containing:
 1. Sample lesson plan
 2. Sample unit lesson plan
 3. Sample assessment tool
 4. Student achievement data
- Demonstrate exemplary instructional strategies during "Sample Lesson."
- Successfully demonstrate core competencies in written application and SLC Interview.



TIMELINE FOR 2008-09 SMALL LEARNING COMMUNITY HIRING PROCESS

Application window will open on April 1, 2008, and continue until all positions are filled.

Master Teacher Selection Timeline	
April 1, 2008	SLCs application material is released, candidates begin applying online.
April 1, 2008-Ongoing	Application window opens and continues until all positions are filled.
April 15, 2008-Ongoing	Applications are reviewed by SLC Selection Committee.
April 16, 2008 Ongoing	Applicants receive notification whether they will enter the next round of the screening process. Sample lessons and interviews scheduled for selected applicants. Applicants are reminded that they will need to provide portfolio at the time of interview.
April 16, 2008-Ongoing	SLC Committee conducts interviews.
April 16, 2008-Ongoing	SLC Committee creates mock classroom and observes Sample Lesson demonstrations by candidates using the TAP instructional rubric.
April 17, 2008 Ongoing	SLC Candidates are notified as to the results of their interview and their eligibility for hire.
April 17, 2008-Ongoing	Principals select SLCs, and HR extends offers to selected SLCs.
April 23, 2008-Ongoing	SLCs school placements are finalized.
TBD	Pre-service training in anticipation of the 2008-09 school year.

NOTE: ALL DATES SUBJECT TO CHANGE.



Recovery School District Job Description
Lead a section of a PreK-8 School within the RSD!

Job Title: Small Learning Community Leader

Report to: School Principal

Job Responsibilities:

1. Instructional leader for a group of 8 to 10 teachers in consecutive grade levels or same subject area
2. Mentor group of teachers to increase student achievement
3. Supports this small group of teachers with quality instruction, management and **culture**
4. In charge of data manipulation to promote data-driven instruction for the SLC
5. Analyzes school-wide student data as the basis for developing a school plan
6. Assists in developing the school plan
7. Oversees planning, facilitation and follow-up of cluster group meetings during Professional Growth Blocks
8. Team teaches with colleagues, demonstrates model lessons, and develops and helps implement curriculum
9. Models *best practices* to teachers within classrooms
10. Leads daily team common planning meetings, job-embedded professional development and whole faculty study groups
11. Observes and provides peer assistance and coaching toward meeting teachers' IGP goals
12. Evaluates teacher performance using the *TAP Instructional Rubrics* and conducts follow-up teacher conferences
13. Implements school discipline and PBS reward system to change or encourage positive behavior of students within their community
14. Ensures the schedule is carried out for Tier I, II, III Interventions
15. Ensures that the schedule is carried out for Special Education services for students on this team
16. **Office is located in the area of the teachers and students being serviced**
17. Attends bi-weekly central office meetings
18. Functions as LaTAAP mentor and / or TAP Master Teacher
19. Participates in RSD Summer Administrator's Institute
20. Works an expanded calendar year
21. Participates in all TAP trainings and becomes a Certified TAP Evaluator

Minimum Qualifications:

1. Top quality certified instructor and manager that demonstrates leadership potential
2. 2 or more years of teaching experience
3. Master's or doctorate degree in relevant field preferred

Knowledge, Skills and Abilities:

1. Demonstrated success in a PK-12 teaching environment
2. Understands data-driven instruction
3. Strong classroom teaching skills

Working Conditions:

This position works in an office setting, in a climate-controlled environment.



Job Requirements:

1. Travel may be required.
2. Must be able to operate a variety of equipment such as computer, printer, fax machine, copier, calculator, telephone, audio-visual equipment, etc.
3. Must be able to sit, stand, walk, reach, bend and lift up to 10 pounds.
4. Must be able to communicate in Standard English, both orally and in writing.
5. Must be able to give and receive information electronically.
6. Must be able to communicate successfully and pleasantly with school and district personnel as well as with the public.
7. Must be able to work cooperatively with others.
8. Must be able to respond positively to supervision and accept suggestions for improvement.
9. Must be able to understand and interpret written and verbal instructions.
10. Must keep accurate and up-to-date records.
11. Must comply with state and district regulations, policies and procedures.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.