



Catalyst & Responsive Classroom Lead

Revised 6/5/2024

JOB DUTIES:

- Coordinate with the Director for observation forms, times and instruction so as to not duplicate this process.
- State clear objective and purpose of the visit (what is being observed)
- If possible, conduct monthly classroom observations for Catalyst or Responsive Classroom (could be up to 7 sub days needed)
- Post observation meetings with staff giving feedback and techniques
- Assist teachers in setting and monitoring Catalyst and RC goals
- Organize the Catalyst team visits (Sasha or Jacki coming)
- Inform staff of upcoming training opportunities
- Provide mini PD sessions for staff on PD days as needed
- Instruct staff on best practices of Responsive Classroom
- Follow up, track and document Responsive Classroom usage with teachers
- Other responsibilities as designated by the director, leadership team or select members of The Catalyst Approach staff or the Responsive Classroom team

COMPENSATION:

Stipend: \$1500 PD Compensation: up to 7 days (as as approved by director)

Rationale: Previously we have had the Catalyst team (Jacki, Sasha, Nathan, etc..) come to our school 4 times per year to do onsite coaching and certifications. Having one person on site to do observations and PD could reduce this need to 1-2 times per year. Each visit is \$1400 for the day (usually reimbursed 50% of that). After-school instruction runs between \$200-400.