

Catalyst & Responsive Classroom Lead

Stipend: \$1500

Tasks:

- Coordinate with the Director for observation forms, times and instruction so as to not duplicate this process.
- Conduct monthly classroom observations (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

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.