

**EDCO COLLABORATIVE  
Job Description**

<b>POSITION TITLE:</b>	<b>Assistant Course Instructor for: The Principal As Instructional Leader and Curriculum Evaluator</b>
<b>TERM OF EMPLOYMENT:</b>	2 weeks in summer 8:00 – 12:45
<b>REPORTS TO:</b>	<b>David Castelline</b>
<b>SALARY RANGE:</b>	\$2,500

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**POSITION SUMMARY:** The assistant course instructor will assist the course instructor in performing all the duties associated with teaching the summer course in the Educator Leadership Institute (ELI) titled, The Principal As Instructional Leader and Curriculum Evaluator.

**PROFESSIONAL QUALIFICATIONS:** The assistant course instructor must have a minimum of 5 years experience and a proven track record as a successful school leader as an elementary or middle school principal, or central office administrator. The assistant course instructor must hold a master’s degree or higher, and also be familiar with the Performance Assessment for Leaders (PAL) tasks that are required by DESE. The assistant course instructor must also have a strong background in curriculum creation, assessment and professional development. Finally the assistant course instructor must be skilled in creating a culture and climate of collaboration and high expectations for the ELI candidates.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The primary responsibility will be to provide written feedback to students on all assignments and to act as an apprentice with the expectation of becoming the lead instructor the following year. The assistant course instructor will assist in the assessment of candidate’s completion of course requirements and development of a cohesive, supportive and collegial culture amongst the cohort of ELI candidates.

**PROFESSIONAL COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal skills—the individual maintains confidentiality, remains open

- to others' ideas and exhibits willingness to try new things. [SEP]
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, can support and/or contribute to group presentations and employee meetings. [SEP]
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information. [SEP]
- Planning/organizing—as directed, the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans. [SEP]
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality. [SEP]
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events. [SEP]
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance. [SEP]
- Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

### **LANGUAGE & REASONING SKILLS**

- Ability to read and interpret documents such as Collaborative policies and procedures, state and federal regulations and insurance company instructions.
- Ability to write clear reports and correspondence.
- Ability to speak effectively with individuals and before administrators, staff, students, contractors and others.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems and steps involving several concrete variables in various, mostly common situations.

### **PHYSICAL DEMANDS**

The physical demands described herein and below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to walk, sit, use hands and fingers to handle or feel; and reach with hands and arms. The employee may regularly be required to stand for extended periods. The employee must be physically able to operate a variety of machines and equipment including computers & computer software, copiers, telephones, postage meters, and other generally accepted office technologies. Specific vision abilities required by this job include ability to adjust, focus and to differentiate between colors and shades of color.

**EQUAL OPPORTUNITY EMPLOYER:** *The EDCO Collaborative is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, veteran status, political affiliation, or physical disability, as defined and required by state and federal laws.*