



(PLEASE POST)

JOB DESCRIPTIONS for the TAWC May 2005 Elections

Members at Large (3) and Minority Member at Large

All Members at Large serve a term of two years on the TAWC Executive Board and the TAWC Representative Council.

❖ **Minority status** is identified by a simple signature of the candidate.

Ethnic Minority and Member At Large Duties shall include but not be limited to:

- ◆ Attend all regular and special meetings of the Executive Board and Representative Council; Represent the members from the area that they have been assigned; Convey and/or disseminate information between the Executive Board and the sites in the areas that they have been assigned; Have the powers and duties as a member of the Representative Council; and Other duties as assigned by the President.

The TAWC Executive Board coordinates the activities of the association, acts for Representative Council when school is not in session. It directs the bargaining activities and grievance processing of the association, subject to the policies of Representative Council, and approves the appointments and removal of bargaining team members. The Executive Board recommends budgets, approves committee appointments, adopts the Standing Rules of the association and exercises all the business, duties and organizational powers for TAWC.

PAR Committee Member Positions

The Peer Assistance and Review Committee is a joint committee with the WCUSD. TAWC has one elected representative for the K-2, 3-5, 6-8, and 9-12 grade levels. Each member serves three (3) years. **Each representative is elected by their respective grade level. This year the K-2 and 6-8 positions are up for election.**

PAR representatives work on the committee with three District representatives. TAWC PAR representatives' primary focus is to make sure that every possible method of support and high quality assistance is provided any educator "referred" to Peer Assistance and Review. This committee works together to set meeting schedules, select/assign/arrange training for consulting teachers. It meets with consulting teachers to approve staff development plans for any participating teachers and to receive reports. This committee also evaluates consulting teachers and their documentation. **Confidentiality is an essential part of this position.**

Requirements: Per Contract, PAR Committee members must have five years teaching experience with three of those years being in the West Covina Unified School District.

Candidates for this position need to have the same skills as those required of consulting teachers. – A stipend of \$1,000 per year is paid for this position.

<p>Candidacy Forms may be obtained from your site representative or the TAWC Office.</p>
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