



learning cultures

School-wide Leadership Systems and Job Descriptions

Network-wide systems

Facilitate Inter-school Lead Teams

Identify System Leads to co-coordinate cross-school planning/PD

Provide technical assistance to school-based leads and teams

Monitor school implementation progress (implementation criteria and deadlines)

Provide ratings and on-going progress feedback to principals and leads

Organize school-

School-wide Systems and procedures that will be in place for 2014-2015:

- School wide calendar (principal weekly with contributions from each lead)
- Meetings (before school and after school) with leads
- Curriculum lead meets with department leads
- School culture lead meets with grade team leads
- Code blue team (with attendance and guidance)
- Community Education

Administration

- Annual calendar
- Instructional Accounting
- Teacher evaluation
- Quality review preparation (involve leads)
- School success story (work with assessment/stats lead, in particular)
- Behavior—principal referral/suspensions
- Weekly meetings with leads

Professional Development Lead

- Coordinate with principal to develop framework for professional development (study groups, book groups, inter-visitations, lab sites, fish bowls)
- Plan lab sites/residencies
- Administer PD Surveys (fall and spring)
- Identify areas of need
- PD programming; collaborate with principle to direct coaching assignments
- Keeping track of “go to” classrooms
- Organizing PD cycles (you observe me, I observe you, debrief)
- Coordinate/schedule observation cycles with principal to ensure steady flow of feedback



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- Serve as point person for PD needs (other leads)
- Meet with principal after observation cycles to determine PD needs
- Coordinate peer observations/intervisitations (school and inter-school)
- Capacity building of the next generation of coaches

Assessment/Data Lead

- Set timelines of CBMS
- Holistic school-wide assessment
- Logistics of school-wide testing (all testing/accommodations)
- Schedule of assessment (instructional/non-instructional days)
- CBM (scheduling and training)
- DRP - Beginning of Fall (Pre – first week during work time), Mid (end of 1st semester), and Spring (Post – end of school year)
- Interfacing with Questar
- Works closely with Assessment team to compile, analyze and share data trends in all aspects of the school with the entire school community
- Formal social assessment (Beginning of Fall (Pre – first week during work time), Mid (end of 1st semester), and Spring (Post – end of school year)
- Informal social assessment (responsibility team cycles – students analyze)
- Coordinate with curriculum lead to ensure consistency in grading and report cards
- PD teachers how to use assessment as a way to provide competence feedback
- Calendar requisite dates
- Track Regents trends and report them out to the whole school
- Provide written instructions to teachers about each assessment
- NYSESLAT testing
- Regents Exam coordination

Statistics Team Leader

Interprets data with Assessment Team and principal

Behavior/School Culture Lead

Design systems of intervention

Assigns cases to grade team

- OORs reports
- Keepers of the Culture
- PD Social Norms & Status Functions (Rubrics)
- On Call System
- Social Contract Talk
- Ladder of Consequences (team vets school-wide input from Social Contract Talk)
- PD and coaching



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- Providing feedback (with Principal) on social norms and use of ladder (formal observations)
- Interventions (in consultation with principal, assigns cases to grade teams_
- PD on rule 23 and student reminders
- (New) teacher boot camp for social norms (connect to observations)

School teams that leads must collaborate with: Attendance team, guidance team, programming team, statistics/data team, technology team

Attendance Lead

Design systems of intervention

Grade Team Leads

Lead is responsible to follow-through on case loads

Grade Team (Case Workers)

- Progress Monitoring for students
- Academic and Behavioral Intervention/Supplemental instruction

Curricular Leads

- Vetting curriculum (quality, consistency, and coherence)
- Revising curriculum
- Student tutorial on learning cultures
- Curriculum materials and resources (quality control ensuring innovation, Ex: audiobooks, movie nights,)
- PD teachers about curriculum improvement
- Coordinate with assessment lead to ensure consistency in grading, instructional outcomes, quality/streamlining of classroom tasks and report cards
- School wide curriculum rituals
- Serve as point person for learning "rituals": movie night, book clubs
- Point person for curriculum leads in each content area
- Monitoring opportunities to build background abilities (Khan Academy etc)
- Genre Practice in all classrooms (software)
- Communicate across schools
- Course Structure
- Record Analysis
- Curriculum support

Programming Lead

- Coordinate programming team/course choice selection



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- Student Programs
- Scheduling Professional Time
- Revisions

Code Blue Lead

- Coordinate with assessment lead to analyze data/ Identify social assessment red flags
- Assign subgroups/case load to grade teams and other support systems (advisory/counseling)
- PD supervising teachers in boot camp practices
- Coordinate with school culture lead to work with keepers of the culture
- Assign case load to keepers
- Schedule group interventions
- Shadow intervention process
- Calendar requisite date
- Coordinate with attendance team, guidance team