

Preston SD: Leadership Premium Activity Descriptions

Building Leadership Team

The building leadership team will meet twice a month for at least one hour to discuss the school improvement plan, logistics regarding day-to-day business, and to plan professional development. It will also be their responsibility to carry information from those meetings to the rest of the school, and to bring input from departments and individuals back to the leadership team. Some members of the leadership team will also serve as department chair or grade level chair, for which responsibilities vary by building and may increase the share given.

Mentoring

Minimum duties as follows: 1) Meet informally each week with beginning teacher to discuss day-to-day concerns 2) Formally meet once a month to discuss best practices and professional goals 3) Observe new teacher monthly to offer pedagogy, management, content, etc., support 4) Provide direct assistance if beginning teacher needs, observed or asked for 5) with the support of administration, have beginning teacher observe mentor teacher modeling a needed teaching skill twice a semester 6) communicate with administration monthly on the progress and needs of the beginning teacher

Technology Beta Tester

This person commits to spending roughly an hour a week either meeting with other district beta testers or testing technology given to them for that purpose. Once tested, this person would also be expected to provide professional development and support for the technology to the rest of the school and/or district.

Curriculum Alignment Committee Leads

Teachers who take on this role within the district will be responsible for working with principals and the superintendent in gathering and organizing the information from each subject area and certifying that each area (Math, ELA, Social Studies, etc) is uniform in its presentation and that all required information is in place. In addition to the work they perform in this capacity they will be responsible to meet bi-monthly with the superintendent to update the progress of the overall curriculum alignment within the district. It is anticipated that there will be two to three leads for each subject area.

Online Presence Manager

This person is responsible for the online presence of the school, including the school website and social media. In addition to delegating roles at the building level, they will ensure that all posts follow FERPA and privacy concerns, that editing and presentation is professional for all content, and that academic and social highlights are posted in a timely manner.

Professional Development Presentation

This area can be completed at a district, building, and grade level. All presentations must be cleared by the supervisor of the organization (building or district) where the presentation will take place. Presenters must be willing to have their presentations recorded and to serve as a point of contact for staff for the remainder of

the year. Those who have participated in presentations in the district or building during the 2015-2016 year are eligible.

Professional Development Committee

Teachers involved in this committee will be responsible for meeting with the superintendent and other administrators, at least monthly, to develop plans for upcoming district-level professional development. Members of this committee will play a part in developing the calendar for the coming school year and will be responsible for requesting and delivering input from other staff members regarding professional development.

Attendance Committee (High School)

Duties as follows: 1) Meet twice a month 2) Review attendance policy and discuss/implement ways to improve attendance 3) Review students with attendance concerns and interventions used 4) Review and make decisions on petitions for credit – may include detention, recovery, summer school, and/or graduation jeopardy.

Accreditation Team Leader

A team leader will be one that will oversee different committees in gathering information and data to be presented to the review team. This position will require weekly tasks to be done in order to prepare for the on-site visit. The team leader will work closely with administration gathering the necessary information to be ready for the on-site visit. The team leader will also help with surveys, set up different groups to meet with review team, and be involved in the process of helping implement any changes needed based on what review team finds. While some duties (such as meeting with committees) will not occur every year, this person will have some mix of these expectations each year.

504 Manager (District Level)

Develop forms and procedures that can be followed district wide. This person will also serve as a resource to schools and attend meetings as needed.

Special Education: Case-E Specialist (District Level)

This person will enter students into the IEP software program. They will keep special education records current. They must also have knowledge of the program and be available to help troubleshoot when staff have questions regarding the program.

Safety/Discipline (Building Team)

Assist on the quarterly safety walkthroughs of school facilities noting concerns and strengths. Identify any other possible hazards in relation to problems that might arise. Yearly review and update the written crisis management plan and make sure all staff at school are informed of actions to take in any emergency. Help plan and ensure that safety training takes place each year. Make sure teachers are trained on best practices of classroom management. Work to develop and implement consistent school-wide discipline, bully prevention, suicide prevention plan, etc. The team meets at least monthly to coordinate and plan the assigned activities.

Safety and Emergency Preparedness (District Team)

Representatives from each school will form a district team to review and update district emergency procedures and the crisis management plan for the district. They look at the safety of the schools and help

implement best practices. They coordinate efforts with local law enforcement and emergency responders. They meet at least monthly, ensure that various safety drills and training take place throughout the district, and oversee the district SDFS efforts.

Creation of Course New to the District

Teachers who are teaching a course that is new to the district can apply for the premium. This is meant to compensate for the extra work and time that teachers must go through in order to prepare for and develop the new course. Time frame and shares earned will vary depending on the course and level of development that may already have been completed by outside resources.

Multi-Disciplinary Team (Building Level)

The Multi-Disciplinary team is a group professionals with different areas of expertise who come together for the purpose of looking at an individual child's educational program. The multiple disciplines often include the special education teacher, resource teacher, OT/PT, SLP, counselor, and psychologist. The team meets 2-4 times per month to engage in coordination between services. They discuss student needs-academic, behavior, etc. As part of professional collaboration, they creatively brainstorm actions and interventions which can be taken to assist individual students. They support other teachers by providing suggestions of actions teachers can implement to help students. They collect data and assist in the development of IEPs. They fulfill all assignments given each week.

Title I Lead

Teachers who have specific administrative duties within a school building in managing and maintaining the Title I program for the building would be eligible for this premium. Often these programs are run in conjunction with the MDT team, but if a teacher is assigned administrative or managerial duties within the MDT team they can qualify for this premium.

Student Data Specialist

This person is responsible for training departments/grade-levels and individuals in collecting and visualizing student achievement data. Working department by department or grade-level by grade-level initially, this person will look at current assessments and establish methods for easily tracking that data. They will also be responsible for training department/grade-level chair in comparing data from teacher to teacher. This person is responsible for maintaining FERPA protocols, for which training will be provided.

PLATO Specialist

The state has provided 30 PLATO licenses for our district. The management and administration of these 30 licenses will be the primary job for this role. At this point there will only be one or two specialists within the district. If, as the program develops, it is evident that management at a building level is more appropriate the description will be updated.

Canvas Building Lead

This person will be given administrative rights for Canvas, and will be expected to learn and troubleshoot issues in their building before escalating them to district tech support. This will include PowerSchool integration, training and supporting teachers in moving to a blended classroom environment, and serving as a point of contact for all thing Canvas.

Other

A teacher may submit an application for a premium that is not included on this list. If such an application is submitted the proposal will be reviewed by both the building principal and the superintendent for approval.



Preston School District #201 Leadership Premiums Plan 2015-2016

In spring of 2014, the Idaho Legislature approved HB 504 which allocated funds to districts to meet the outline of the Governor's Task Force on Education which *"would include additional salary that can be earned for fulfillment of leadership responsibilities, including such things as curriculum development work, chairing collaboration teams, mentoring, and other responsibilities that the districts may determine...This approach allows districts to determine the leadership responsibilities that are needed and allows teachers to select the roles they wish to fulfill and to be compensated for them."*

To meet that expectation Preston School District #201 will enact a plan for awarding these premiums to teachers as follows below.

All certified, non-administrative staff members are eligible to apply for the award. The application for the award is attached. There will be three key parts to the application.

1. Description of project or duties
2. Time Involved
3. Educational impact of proposed actions

Teachers may include multiple project/duty descriptions in the same application so that their leadership contribution can be measured as a whole. The following duties would NOT be considered for the award.

1. Duties for which a teacher is paid already
2. Duties which are part of a teacher's existing job description.
3. Duties related to student activities or athletics.

Teachers will be given a list of acceptable duties and the accompanying shares by no later than September 17th, 2015.

After applications are submitted to the supervising principal for verification. The applications will be delivered to the superintendent and evaluated on the three criteria by the superintendent and then presented to the school board in their next regularly scheduled meeting for a final decision.

Teachers will be notified by the superintendent, of the board's decision. After completion of approved duties, building principals will be responsible for certifying that duties were carried out in a manner consistent with the approved application.

Premiums will be distributed to teachers as a part of the May payroll period. Any unused funding will be moved to the next calendar year for use in the premium plan.

This plan will be evaluated in the summer of 2016 to make necessary adjustments before the 2016-2017 school year.

Preston School District #201 Application for Leadership Premiums

Please fill out the following items for each area you would like considered for the leadership premiums. All areas will work together for a final share score based on the overall applicability of the project/duty, the time employed, and impact of the project on the school. If more areas are needed please copy and paste one of the tables as needed.

| Criteria | Teacher Response | (For Office Use Only) |
|--|------------------|-----------------------|
| Description of Project/Duty | | |
| Time Involved (hrs/week for #weeks) | | |
| Educational Impact on Preston School District Students | | |

| Criteria | Teacher Response | (For Office Use Only) |
|--|------------------|-----------------------|
| Description of Project/Duty | | |
| Time Involved (hrs/week for #weeks) | | |
| Educational Impact on Preston School District Students | | |

