

# PRINCIPAL RESPONSIBILITIES

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1. Submit **4 agendas/minutes** for staff meetings that provide evidence of staff planning and collaboration, and which includes school data, achievement gap information, formative assessment results, and action items, such as:
  - Enhanced progress towards teaching endorsement in core academic subjects;
  - Implementation of *Since Time Immemorial* curriculum, including GLEs and CBAs;
  - Meaningful application of Smarter Balanced Digital Library's 4-step formative assessment in lesson-planning and instructional practice; and/or
  - Meaningful use of Smarter Balanced Digital Library instructional resources to improve instructional practices and students achievement for *all* students.
2. Establish a **transition plan** based on monthly meetings of grade-level or department-based teams that provide evaluation on strengths, gaps, and key areas in current professional learning systems that require further support.
  - 2016-2017 Goals to accomplish
  - 2017-2018 Goals to accomplish after evaluating 2016-2017 results
  - 2018-2019 Goals to accomplish after evaluating 2017-2018 results
3. Develop a 30-min **PowerPoint presentation** for staff highlighting:
  - Participation in state-wide grant as a partner school
  - Instructional leadership practices for the school towards student mastery of core subjects and achievement for all students
  - Modeling life-long learning, core subject-matter knowledge, and standards-based teaching skills through meaningful progress towards obtaining teaching endorsement
  - Overview and importance of *Since Time Immemorial* curriculum
  - Overview and importance using of Smarter Balanced Digital Library 4-step formative assessment process, with examples across job descriptions
  - Overview and importance of using Smarter Balanced Digital library for enhanced individual and group professional development, especially around improving instructional practices
  - Schedule of Training sessions by trainer (2 per school) from November 2016 through May 2017.
4. Completion of **pre/post surveys**.