

Instructional Plan

Increase Content Mastery in ELA and Math

- Set growth goals based on the MAP Assessment.
- Provide support to students based on the MAP assessment, (ESOL, EIP, SWD, Gifted).
- Have a structured MTSS for academics and behavior.
- Have a structured formative assessment plan which will allow teachers to assess standards weekly, and to inform small group instruction.
- Provide professional development to faculty and staff members based on assessment results and TKES observations.
- Academic Coach will provide side-by-side coaching and model instruction based on instructional needs for teachers.
- Administration and Academic Coach will lead grade-level collaborative planning sessions where student work samples are assessed, common assessments created if necessary, and teachers collaborate when planning.

Progress

- Analyze Access scores from the prior year to determine whether students have improved within a performance band or if they moved up to another performance band.
- Monitor ESOL instruction closely through formal and informal observations
- Provide professional development to support student growth and achievement of ESOL students to all teachers

Closing Gaps

- Determine improvement targets in ELA and Math
- Target Subgroups to make progress or meet improvement targets in each subject area
- Monitor subgroup performance on MAP Assessments and other formative assessments throughout the year
- Utilize personalized instruction to meet the varying needs of students

Readiness

- Implement a schoolwide attendance plan to motivate parents and students to be in attendance at least 97% of the school year. Classes and individual students will be awarded with incentives.
- All students will work to earn passing grades in the fine arts classes.
- Utilize a literacy program such as Accelerated Reader to set goals and provide incentives for top readers.

School Climate

- Gain community partners.
- Faculty and Staff Recognitions
- Student Incentives and Recognitions
- Increase parental involvement through academic nights, fine arts performances, social activities such as festivals, bowling night, etc, parental workshops and a functional parent center
- Increase communication methods between home and school, (website, school app, Class Dojo, Remind, etc)

Current Duties and Responsibilities (List is not exhaustive)

- Creates the Master Schedule
- School Textbook Administrator
- School Testing Coordinator (GMAS, ACCESS, GKIDS, and GAA)
- Assigns Duties and Responsibilities to Support Staff
- Conducts TKES Evaluations and Conferences
- Oversees 504 Process
- Oversees SST and RTI Process
- Special Education Administrative Designee
- Pre-K Site Director
- Conducts Data Talks utilizing formative assessment data, (DIBELS, MAP, iReady, common assessments)
- Manages the Schoolwide Behavior Management Plan
- Conducts parent conferences via phone and in person.

Previous Duties and Responsibilities

- Fine Arts Magnet School Administrator
- District Data Analyst
- EIP Lead Teacher
- Department Chairperson
- Instructional Math Coach
- Math Content Trainer
- Co-Teaching Trainer
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