

Shared Leadership Model Proposal

Working definition:

Faculty, parents, students, administration, and the Board collaborate and problem-solve together with the aim of promoting a shared purpose and philosophy, and creating a sense of belonging for all involved.

Faculty Committees	Faculty Responsibilities
<p>Curriculum & Instructional Methodologies</p> <ul style="list-style-type: none"> • Work within a set budget to research and order materials • Support colleagues in finding money for curriculum needs through the grant proposal process • Determine parent conference schedule and announce progress report release dates 	<p><i>Student assessment</i></p> <ul style="list-style-type: none"> • Observe students as on-going informal assessment • Use a range of formal assessments as needed • Write narrative-based, developmentally appropriate progress reports that do not use letter grades <p><i>Colleague support</i></p> <ul style="list-style-type: none"> • Support other teachers based on individual request or evidence of need • Share materials, strategies, resources, etc • Meet with grade-level teams on a frequent basis • Share parent feedback on other teachers with those teachers • Attend IST meetings when possible
<p>Positive Discipline</p> <ul style="list-style-type: none"> • Mentor new-to-PD faculty on the student class meeting model • Share PD strategies at each faculty meeting to continue faculty's education on the use of PD 	<p><i>Parent volunteer management</i></p> <ul style="list-style-type: none"> • Determine roles and responsibilities of parent volunteers • Determine classroom jobs • Determine classroom work shift schedule specific to individual classroom (which class coordinator then organize)

<p>Professional Development</p> <ul style="list-style-type: none"> ● Working within a budget, decide what our professional development days will entail ● Determine which trainings faculty should receive and when, based on faculty-interest and school need (individual faculty members decide how to spend their <i>individual</i> budget of \$300 for additional workshops and trainings) 	<p><i>Student interventions (formal and informal)</i></p> <ul style="list-style-type: none"> ● Provide intervention programs for students who need it ● Classroom teachers implement interventions based on informal assessments ● When unsuccessful, teachers initiate IST/SST process ● Appropriate TLC faculty member consults on all interventions ● TLC case manager oversees and administers IEPs
<p>Logistics</p> <ul style="list-style-type: none"> ● Develop proposals for faculty norms related to meeting agendas, decision-making, and problem-solving ● Make logistical decisions about how faculty plans and meets together when needed ● Facilitate faculty’s development of a statement of school philosophy, with core values, guiding principles, and more ● Develop and propose plans for moving forward with shared leadership to the whole faculty 	<p><i>Class groupings and looping design</i></p> <ul style="list-style-type: none"> ● Work together with grade-level colleagues to form next grade’s classes ● Find the grouping that is the best-fit classroom for each child ● Balance gender, EL needs, IEPs, parent skills, etc <p><i>Faculty goal-setting/evaluation</i></p> <ul style="list-style-type: none"> ● Personal goal-setting in the beginning of the year ● One goal is related to annual staff focus, one goal is personally chosen, and one goal is involvement in shared leadership ● Some faculty (new hires, BTSA mentees, etc) meet with admin three times a year – first to share the goals chosen, second to meet about how things are going, and last to review end-of-year goal progress and professional growth ● Growth is evaluated differently than non-negotiables as determined by contract and job description
	<p><i>Homework Policy</i></p> <ul style="list-style-type: none"> ● Faculty upholds our “safe and sane” homework policy school-wide: homework is only given within the context of a project or as unfinished work from the school day – what this looks like may vary between classrooms and grades in specifics
	<p><i>Student Leadership</i></p> <ul style="list-style-type: none"> ● Ensure students are active participants in their learning ● Support students in meeting their Student Responsibilities

	<h2 style="text-align: center;">Student Responsibilities</h2> <ul style="list-style-type: none"> Student Council Green Team (keep school clean) Contribute to planning/implementation of major school-wide functions (such as Harvest Festival and Box City) Participate in development of classroom curriculum Understand and appreciate that learning at Discovery is a shared experience; accept responsibility to both teach and learn 	
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<h2 style="text-align: center;">Admin Responsibilities</h2>
Charter renewal
Support children with serious behavior issues
Advise & support the TLC staff
Liaise with the school board on legal and financial issues
Manage facilities
Navigate state requirements and legal responsibilities
Communicate and document serious concerns about teacher practices with teachers in a timely manner
Document, communicate, and refer parent concerns back to teachers
Support parents in fulfilling classroom commitments
Champion our philosophies to parents
Market the program to new families
Handle official evaluation of teachers, giving feedback and developing improvement plans as needed
<h2 style="text-align: center;">Shared Responsibilities</h2>
Participate positively in the classroom and the school community
Nurture and capitalize on leadership and strengths of every member of the school community
Address issues in direct and respectful ways

Hire new staff members
Design and implement enrichments for students, such as music, Spanish, cooking, etc.
Design the annual calendar of events
Keep campus well-maintained and serving everyone's needs
Maintain the charter

Board Responsibilities
Fundraise on a large-scale
Uphold policies that ensure the school environment is both physically and emotionally safe for everyone
Create and maintain school policies

Parent Responsibilities
Fundraise within the school community
Determine necessary school-wide jobs after filling classroom jobs as set by teachers
Provide training to parents for school jobs
Facilitate Parent Education classes
Oversee and provide training for yard supervision duty
Hold parents accountable for fulfilling school jobs
Plan community-building events outside of school hours
Coordinate afterschool activities (like Art Exploration)