

Head of School Goals

2022-2023

Goal 1: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers. (Year two of three)

The Head of School will work with consultants with experience in the Dutch system of “Leerkracht” (Teaching Force). This work will ground our efforts to improve teaching and learning by providing teachers with a system for giving and receiving feedback on lesson planning and implementation. Simultaneously, a system for educators to receive feedback from supervisors will be implemented.

Key Actions:

1. 2021: Re-introduce, train, and initiate the Teaching Force protocols with a select group of teachers and teacher-leaders. This work will include the development of a schedule that prioritizes time for teachers to work collaboratively in support of one another for lesson design and peer observations. The Teaching Force program will also allow administrators and teachers to identify areas of focus for the evaluations/observations.
2. 2021-2022: Develop a formal system for teachers to receive regular feedback from supervisors leading to both formative and summative evaluations. The Principal, Director of Student Services, and Head of School will each be assigned members of the staff for whom they are the primary evaluator. We will calibrate and collaborate to ensure an equitable evaluation process.
3. 2022-2023: The integration of the peer feedback system (Teaching Force) and the more formal, evaluative feedback will be meshed together to create our fully realized system for providing educators with the information they need to continuously improve.
4. 2022-2023: Develop and implement 360° feedback for educators with input from primary evaluator, peers, students, and parents.
5. 2023 and beyond: A cycle of evaluation will be established with revisions/refinements made based on feedback and take-aways from year one and two of the evaluation system.

Measures:

Teacher satisfaction survey results will be utilized and compared to the previous year. We will use a pre and post survey to measure staff satisfaction and impact of feedback/evaluation protocols.

Every teacher will have established goals and a plan to achieve them by October 17, 2022. Primary evaluators will observe and provide feedback to every teacher by November 18.

Mid-year meetings and check-in on progress toward goals will take place during the window of January 17-February 17. These meetings will include Educator, Primary Evaluator, and the HR Manager.

The Teaching Force work will be focused primarily on the Upper School grades (6-8) with meetings weekly on Wednesdays 2:45-4:30pm. The consultant will work with the group through the goal setting, lesson planning, and lesson visit/feedback process.

Summative Evaluations will be completed for all teachers by the primary evaluator annually by June 1.

Goal 1: Implement an Effective System for Observation, Feedback, and Evaluation of Teachers. (Professional Practice Goal)

Standards/Indicators:

IB - Instruction

ID - Evaluation

IIA - Environment

IVC - Communication

IVD - Continuous Learning

IVE - Shared Vision

Goal 2: Implement the Criteria for Excellence & Portfolio System (year two of two)

The Criteria for Excellence document is now complete. During the 2022-2023 school year teachers will integrate the skills across lessons/units of study and monitor progress of students. Students will also self-monitor or track their growth and progress toward acquiring these skills. This work will be facilitated by the Academic Excellence Committee and the Principal with oversight by the Head of School. Department Chairs will use the Criteria document as the primary area of accountability and focus for the work across grade levels. Student Led Conferences will be introduced.

Key Actions:

1. Throughout the school year, there will be coordination of the work of the Academic Excellence Committee with the instructional leaders in the school
2. Next steps will include the development of rubrics/assessments aligned with the Criteria for Excellence document.
3. Throughout the fall we will train faculty, staff, parents, and students on the Criteria of Excellence and this will lead to effective student portfolios and student-led conferences.
4. Student Led Conferences

Measures:

Student Portfolios will be developed at each grade level.

The Academic Excellence Committee and Department Chairs will design and implement a process for monitoring student progress.

Goal 2: Implement the Criteria for Excellence & Portfolio System (Student Learning Goal)

Standards/Indicators:

IA - Curriculum

IC - Assessment

IE - Data-Informed Decision Making

Goal 3: Community Engagement

The Head of School will establish and maintain productive relationships with all key stakeholders. Paramount will be creating events and opportunities for parents to volunteer their time and/or money, as well as join Committees and the PTO.

Key Actions:

1. Create a “Coffee with the...” series to help parents have on-going discussions about our school. This will begin with a meet the Principal and Dean of Students event in September.
2. Consistently monitor and recruit parents to join Committees. Include regular updates and requests in the weekly newsletter sent via ConstantContact.
3. Include opportunities for parents to sign up for volunteer opportunities at each major event including: Exhibition, conferences, concerts, plays, and meetings.

Measures:

Staff satisfaction surveys will be utilized to measure progress toward this goal.

Committee membership will increase. We will track the baseline membership (September 2022) and graph participation throughout the school year.

Goal 3: Communication (School Improvement Goal)

Standards/Indicators:

IIB - Human Resources Management and Development

IVC - Communication IVE - Shared Vision

Goal 4: Facilities Oversight & Future Planning (Year one of four)

The Head of School during the 2022-2025 school year will serve as the point person for planning and addressing ongoing maintenance in the school. This will include developing new relationships with contractors and an architect for the warehouse expansion project.

Key Actions:

1. The Head of School will meet weekly with the Director of Facilities and the Business Manager to list and prioritize projects.
2. The Head of School with the assistance of the Facilities Task Force will select an architect for the warehouse expansion project.
3. The Head of School will create and post a job description for a Capital Campaign Manager

Measures:

Maintain list and regularly report to Board and FinCom on maintenance issues addressed.

Architect will be hired and produce draft plans for expansion that can be utilized for marketing and the capital campaign.

Goal 4: Facilities Oversight & Future Planning (School Improvement Goal)

Standards/Indicators:

Standar II - Management & Operations

II-A Environment

II-B Human Resources

II-E Fiscal Systems