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**End of Year Conversation Guide: Principals & School Teacher Leaders**

**PURPOSE**

This form is intended to spark reflective dialogue between teacher leaders and principals. We hope that your dialogue will help you:

* Affirm the ways in which teacher leaders have grown this year
* Identify ways in which teacher leaders have contributed to academic excellence at your school
* Think about how the teacher leader can continue to contribute to improvements in student learning next year
* **This form is NOT meant to be an evaluation of teacher leaders.**

**HOW TO USE THIS FORM**

1. Teacher leaders and principal reflect on the questions provided on this form prior to meeting.
2. Teacher leaders and principal meet to discuss the questions on this form.

**CONVERSATION GUIDE**

**For Teacher Leaders**

1. Review the school teacher leader (STL) role description that was provided to you when you began this role (also attached to this conversation guide). Reflect on the following questions as they relate to the role description:

* To what extent did you carry out the duties outlined in this role description?
* What were your major successes as an STL this year?
* What conditions/ factors (if any) inhibited your ability to carry out the duties outlined?

2. What leadership skills have you developed this year (working with adult learners, communication, collaborative work, knowledge of content and pedagogy, systems thinking, data analysis, administration/organization, other)?

3. Identify 1-2 goals for your teacher leadership next year. What support do you need to carry out those goals?

**For Principals**

1. Highlight the major accomplishments of the school teacher leader(s) this year.

2. How would you like to see your STL(s) support the school’s accreditation goals for academic improvement next year?

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**SCHOOL TEACHER LEADER ROLE DESCRIPTION**

**GRACE PROJECT OBJECTIVES**

The goal of the GRACE Project is ***to improve teaching and learning*** by empowering teacher leaders to:

* facilitate collaborative, data-informed *professional learning communities*, and
* *plan data-informed professional development*that is meaningful and meets the needs of adult learners.

**DESCRIPTION OF GRACE PROJECT PARTICIPANT ROLES**

**School Teacher Leaders will . . .**

**SCHOOL- LEVEL WORK**

* Collaborate with the school principal to identify a clear, data-informed area of focus for school PLC meetings and other professional development activities.
* Create agendas and other supportive tools for PLC meetings at least once a month in collaboration with the school principal.
* Facilitate PLC meetings in collaboration with the principal at least one time per month.
* Meet for 15- 30 minutes 2-4 times per month with the school principal and other STL(s) to:
  + track progress in relation to PLC goal
  + plan PLC meetings and other PD activities and
  + receive principal feedback on PLC facilitation work (1x per month only)
* Complete other duties related to instructional improvement (e.g. mentoring new teachers, classroom walkthroughs, leading curriculum meetings) as assigned by the school principal.
* Participate in mid-year and end-of-year reflection and goal- setting discussion with principal.

**REGIONAL WORK**

* Participate in 30-60 minute regional online meetings focused on developing teacher leadership every other month or as needed.
* Attend three regional meetings with the OCS and other STLs in the region.
* Provide input and feedback to inform the regional professional development goal/ plan and development of March regional curriculum day.

**SYSTEM/ ARCHDIOCESAN WORK**

* Attend 2019 Catholic Educator’s Forum to begin 2019-2020 planning (evaluation of year 2, goal setting for year 3).

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**PRINCIPAL ROLE DESCRIPTION**

**GRACE PROJECT OBJECTIVES**

The goal of the GRACE Project is ***to improve teaching and learning*** by empowering teacher leaders to:

* facilitate collaborative, data-informed *professional learning communities*, and
* *plan data-informed professional development*that is meaningful and meets the needs of adult learners.

**DESCRIPTION OF GRACE PROJECT PARTICIPANT ROLES**

**Principals will . . .**

**SCHOOL- LEVEL WORK**

* Collaborate with STL(s) to identify a clear, data-informed area of focus for school PLC meetings and other professional development activities.
* Provide feedback and guidance on PLC agendas and other tools created by STLs.
* Provide the time and support needed for STLs to facilitate PLC meetings at least one time per month.
* Meet for 15- 30 minutes 2-4 times per month with STL(s) to:
  + track progress in relation to PLC goal
  + plan PLC meetings and other PD activities and
  + provide STL with feedback on PLC facilitation (1x per month only)

\**Meeting tools/ templates will be provided by OCS*

* Identify and clearly communicate other areas in which STLs can lead instructional improvement (e.g. mentoring new teachers, classroom walkthroughs, leading curriculum meetings).
* Cover the cost for the STL to attend three meetings with OCS.
* Participate in mid-year and end-of-year reflection and goal- setting discussion with STL.

\**Meeting tools/ templates will be provided by OCS*

**REGIONAL WORK**

* Provide input and feedback to inform the regional professional development goal/ plan.
* Collaborate with teacher leaders in the planning of Regional Curriculum Day.

\**The Executive Principal will be the main point of contact for this collaboration.*

**SYSTEM/ ARCHDIOCESAN WORK**

* Attend 2019 Catholic Educator’s Forum to begin 2019-2020 planning (evaluation of year 2, goal setting for year 3).
* Provide feedback on the progress of the GRACE Project to OCS at all principal meetings and the RTL at regional meetings.