



To: IBB
From: Brian Strusz
Date: January 21, 2015
Re: TLC timeline and important information

Timeline:

- January 6th Meet with all administrators
- January 7th Meet with instructional coaches
Posting #1 (all open positions due to retirement, growth and instructional coaches)
- January 12th Meet with original TLC grant writers
Share updates with the School Board
- January 19th Brief TLC update to all teachers are respective in-services
- January 21st Meet with IBB
- January 26th **Posting #2** (Instructional Lead Teachers)
- February 4th Additional TLC update during early out in-service
- February 9th **Posting #3** (Instructional Model Teachers)
- February 20th **Interviewing** for Instructional Lead Teachers (February 17th – 27th)
- February 23rd **Posting #4** (Technology Instructional Coach)
- March 12th **Interview** for Instructional Model Teachers (March 2nd – 12th)
- Feb - April Begin **interviews** for other openings and Technology Instructional Coach

Interview Teams (Suggestion)

- PK-12 Instructional Leads
 - Elementary would be the 5 instructional coaches, building principals and possibly Stephanie Judkins
 - Secondary would.....
 - For building specific lead positions, the team would consist of the building principal, dean/assistant principal and the building instructional coaches
 - For 7-12 lead positions, the team would consist of the JH Principal, JH Dean, HS Principal, HS Assistant Principal, instructional coaches and possibly Brian Strusz
- Pk-6 Instructional Models
 - Would be the building principal, building instructional coach and any instructional lead teachers in the respective building
- Technology Instructional Coach
 - Elementary would be the 5 instructional coaches, building principals, Ladonna Czachowski and Stephanie Judkins (12 total)
 - Secondary would be the 4 instructional coaches, JH Principal, JH Dean, HS Principal, HS Assistant Principal, Ladonna Czachowski and Brian Strusz (10 total)

Points to consider

- Once dates are finalized and posting is ready to go out, have Dr. Spelhaug and Drew Anderson send out an email to all users (explanation of positions, encouragement, timelines, next steps and overall transparency)
- Providing all teachers with a copy of our TLC plan or posting the TLC plan on our district website (Do we want parents to be able to read the plan or just place it in the Staff sign in portion of the website?)

Summer Training and Professional Development Planning for Instructional Coaches, Leads, Models and Tech Instructional Coach: (will occur after July 1st and will be determined once the school start date is finalized)



Posting #1

To: All Employees
From: Jim Spelhaug
Date: January 7, 2015 (Interviews to take place as soon as possible until concluded)
Re: Job Opening

We have the following openings for the 2015-2016 school year.
(this is for all the know open positions due to retirements, growth and instructional coaches)

Posting #2

To: All Employees
From: Jim Spelhaug
Date: January 26, 2015 (Interviews to take place between February 17th and 27th)
Re: Job Opening

We have the following openings for the 2015-2016 school year.

Instructional Lead Teachers (PK-12): (35 total positions – 100% classroom time and salary plus \$4,000 stipend)

- 7 - Kindergarten through 6th grade positions (1 at each grade level)
- 1 - K-6 Wellness position
- 1 - K-6 Science position
- 1 - K-6 Special Ed Resource program position
- 1 - K-6 Special Ed Self-contained program position
- 1 - K-6 Art position
- 1 - K-6 Guidance position
- 1 - K-6 General Music position
- 1 - K-6 Reading Specialist position
- 3 - 7-12 Language Arts positions (2 JH and 1 HS)
- 2 - 7-12 Math positions (1 JH and 1 HS)
- 2 - 7-12 Science positions (1 JH and 1 HS)
- 2 - 7-12 Social Studies positions (1 JH and 1 HS)
- 2 - 7-12 Wellness positions (1 JH and 1 HS)
- 2 - 7-12 Special Education positions (1 JH and 1 HS)
- 1 - 7-12 Art
- 1 - 7-12 Guidance/at-risk position
- 1 - 7-12 Vocal Music position
- 1 - 7-12 Band/Orchestra position
- 1 - 7-12 World Language position
- 1 - 7-12 Career Tech position (FCS, Ind. Tech, Computer, and Business)
- 1 - K-12 Teacher Librarian and ELP

Posting #3

To: All Employees
From: Jim Spelhaug
Date: February 9, 2015 (Interviews to take place between March 2nd and 12th)
Re: Job Opening

We have the following openings for the 2015-2016 school year.

Instructional Model Teachers (PK-6): (23 total positions – 100% classroom time and salary plus \$2,000 stipend)

- 1 Preschool position
- 3 Kindergarten positions (1 at HW, RDH and PLV)
- 3 First grade positions (1 at HW, RDH and PLV)
- 3 Second grade positions (1 at HW, RDH and PLV)
- 3 Third grade positions (1 at HW, RDH and PLV)
- 3 Fourth grade positions (1 at HW, RDH and PLV)
- 3 Fifth grade positions (1 at HW, RDH and PLV)
- 3 Sixth grade positions (1 at HW, RDH and PLV)
- 2 Combined Kindergarten/First grade positions (1 at BV and CO)
- 2 Combined Second/Third grade positions (1 at BV and CO)
- 2 Combined Fourth/Fifth grade positions (1 at BV and CO)
- 2 Sixth grade positions (1 at BV and CO)

Note, seven(7) of the Instructional Model Teacher positions listed above, one per grade level, will be reduced based upon the initial hiring of the grade level Instructional Lead Teachers.

Posting #4

To: All Employees
From: Jim Spelhaug
Date: February 23, 2015 (Interviews to take place in March or early April)
Re: Job Opening

We have the following openings for the 2015-2016 school year.

Technology Instructional Coach: (2 total positions – 100% release time and salary plus \$4,000 stipend)

- 1 - PK-6 position
- 1 - 7-12 position

Posting deadline is: ????, 2015

Internal applicants should express interest via email to Stephanie Judkins and Brian Strusz.

Application should include:

1. Letter of Interest
2. Resume
3. Written reflection will be requested of each applicant upon receipt of the applicant's interest
4. Applicants who receive an interview will be asked to share with the interview team evidence showing how the applicant has positively impacted student achievement in their classroom? (maximum of 5 minutes to share)

Pleasant Valley is EOE/AA

Hello all.

Pleasant Valley's Teacher Leadership model provides instructional coach positions throughout our district: five instructional coach positions at the elementary level and four at the secondary level. Postings for these positions will be coming out shortly. I sincerely hope some of you consider applying for these instructional coach positions.

The instructional coaches will be chosen by either an Elementary or Secondary Selection Committee made up of teachers and administrators. These Selection Committees are extremely significant, helping to determine the future of our district's teaching and instruction.

The purpose of this email is to seek volunteers to serve on either the Elementary or Secondary Selection Committee. We will need five teachers for the Elementary Selection Committee (one from each building) and five teachers for the Secondary Selection Committee (two from the jr. high and three from the high school). Obviously, those teachers who volunteer to be on either Selection Committee should not seek an instructional coach position.

Members of each Selection Committee would examine each applicant's resume and other submitted written information. In addition, the Selection Committee would conduct an interview with each applicant. (See "Part Six" of the Teacher Leadership Plan for more information pertaining to the Selection Committee.)

We need a few good men and women to serve on both the Elementary and the Secondary Selection Committees, and I would like you to consider volunteering. There will be a time commitment, yes, but it is an extremely worthwhile investment; those selected to be instructional coaches will have a substantial impact throughout our district.

If you are interested in volunteering for either the Elementary or Secondary Selection Committees, please send me the following by this Friday:

Your Name
Your Building
Your Teaching Assignment

Please consider supporting our Teacher Leader model by volunteering to create quality Selection Committees. Thanks very much.

PVEA President

Strusz Brian

From:
Sent: Monday, January 26, 2015 9:06 AM
To: All Users
Subject: Message From Jim
Attachments: Instructional Lead Job Description Jan 2015.doc; Instructional Model Job Description Jan 2015.doc

Within the next couple days, the district is going to begin the next round of postings for our Teacher Leadership positions. You will recall that we have already identified our instructional coaches. Next in line will be posting the 35 Instructional Lead Teacher positions. Please note the attached job description. I urge each of you to review this description and consider whether it is a set of responsibilities that you want to provide leadership for or if there is a colleague you want to encourage to apply. All of the positions in our TLC framework are important components in our work to advance student achievement.

The posting will contain information as to how to express your interest. All who express interest will be interviewed by a team of administrators and instructional coaches. We anticipate these interviews will be about 20 minutes in length and will be conducted in each building. Once the selections have been made for the Lead Teacher positions, we will post the Instructional Model positions. There are 23 of these positions to be filled. While the span of the Instructional Lead Teachers is PK-12, the span of Instructional Model positions is PK-6. Please note that this job description is also attached for your review.

It is also important to underscore that it is our strong belief that our talent pool for these positions is strong and deep. Please keep in mind that the appointments made in this first round are not for life. Rather we want to balance both continuity and a rotation of talent. While the TLC model will bring new challenges and some frustrations, we believe strongly that it provides a framework to enhance the most important work we do...supporting teachers to powerfully impact the achievement of their students. Please ask questions all along this journey. It is by working as a strong, collaborative team that we will achieve our greatest success for students.

JRS

Teacher Leadership and Compensation Letter of Understanding

1. By state requirement all positions are evaluated annually.
2. The employee may request to be removed from a Teacher Leadership position at the end of any school year. Stepping out of a leadership position prior to the end of the school year may be done with administrative approval. The employee may be removed from the Teacher Leadership position for unsatisfactory performance at any time. Such removal does not impact their regular employment status unless it is tied to the mandatory reportable violations required by the Board of Educational Examiners. Removal for performance is guided by the Teacher Leadership oversight team (a mix of faculty and administration) with final decision resting with the district.
3. All positions will be posted every two years. Individuals currently in these positions may re-apply and there is no term limit. It is important to understand that individuals may be replaced even if they are performing satisfactorily in order to rotate talent or to provide better balance to a team.
4. For the first five years of the program, faculty appointed to the instructional coach or technology integration position can maintain their current building and grade/department assignment for a two year period. After a two year period, they will maintain employment via seniority standards.
5. Instructional coaches and technology integration specialists will be granted seniority in the teaching category of the assignment they were in when appointed for their time in full-time Teacher Leadership positions.
6. This TLC Letter of Understanding will be reviewed annually.



DATE _____

Name _____

Looking ahead to the next school year and the role the Teacher Leadership System (TLS) will play in helping all educators and students improve to higher levels of achievement, we ask you fill out this form and let us know your intention of being a part of the TLS for the 2016-17 school year.

Please choose one of the following two options and return to the District Office at 525 Belmont Road, by March 11, 2016.

Option A:

_____ I would like to continue my role as a Model Teacher for the 2016-17 school year as part of the Teacher Leadership System at Pleasant Valley CSD.

Option B:

_____ I am resigning my position as a Model Teacher for the 2016-17 school year as part of the Teacher Leadership System at Pleasant Valley CSD. I understand that the position will be posted after March 11, 2016.