

# 2011-2014 Three Year Plan – Strategy Action Plan



<b>Strategy:</b>	Clarify the criteria, procedures, and selection process for the Assistant Principal Pool.
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<p><i>Goal 4: Learning environments enable the acquisition of 21<sup>st</sup> Century learning competencies.</i></p> <p><i>Outcome 4: Leadership capacity is built across the jurisdiction.</i></p> <p><i>Performance Measures:</i></p> <ul style="list-style-type: none"> <li>▪ Overall percentage of teachers, parents, and students indicating that their school and schools in their jurisdiction have improved or stayed the same over the past three years.</li> <li>▪ Percentage of students and staff who agree they have had an opportunity to influence leadership at their school/site/jurisdiction.</li> </ul>
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<b>MRP</b>	Pat Worthington, Nancy Adams
<b>Resource Person(s)</b>	Susan Williams, Dave Morris , Manny Ferreirinha John Burger

## FIRST QUARTER

Sept. 1 – Nov. 15	Action Steps	Deliverables
	<ol style="list-style-type: none"> <li>1. Collaborate with the Director of Learning in the implementation of the ALP Program series 1 through 5.</li> <li>2. Meet with the Directors of Learning and Schools to review and revise the Assistant Principal Pool identification process from 2010-11 including timelines levels of involvement, identification process, components of the application process, placement of successful candidates, general expectations and other emerging concerns.</li> <li>3. Launch and promote before Christmas, the program through Apply to Education, the RVS website and advertisements in the Calgary Herald and the Edmonton Journal.</li> </ol>	<ul style="list-style-type: none"> <li>▪ A revised outline/mind map outlining the strategies used in achieving the outcome</li> <li>▪ Advertisements on the RVS website and the major Alberta newspapers</li> <li>▪ Application process on Apply to Education</li> </ul>
<p><b>Qualitative/Quantitative Analysis/Process Evaluation to Be Undertaken</b></p> <p>The Directors of Schools and Learning and the Acting Director of Human Resources will review the process and strategies used in 2010-11 and after consulting with the Associate Superintendents of Human Resources, Learning, and Schools make revisions.</p>		
<p><b>Communication Tactics</b></p> <p>Promotion on RVS website and in the weekly RVS staff newsletter and on Apply to Education</p> <p>Advertisements in major Alberta newspapers</p>		

## SECOND QUARTER

Nov. 16 - Feb. 15	Action Steps	Deliverables
	<ol style="list-style-type: none"> <li>4. Develop a shortlisting process involving the Associate Superintendent of Human Resources, the Acting Director of Human Resources and the Director of Schools including the development of a rubric as a tool for identification of successful candidates.</li> <li>5. Revise interview process including the development of a case scenario for discussion during the interview process based on the Principal Quality Standards.</li> <li>6. Review and revise the steps for involving current administrators in the interview process</li> <li>7. Outline expectations for successful pool candidates</li> <li>8. Create the shortlist by the end of January, 2012</li> <li>9. Address the concerns of school administrators re perceived loss of principal autonomy in the identification process</li> </ol>	<ul style="list-style-type: none"> <li>▪ A formal rubric to be used in assisting to identify successful candidates</li> <li>▪ Description of the interview process and a case scenario for discussion based on the PQS</li> <li>▪ Description of how school administrators will be involved</li> <li>▪ A shortlist of successful candidates</li> </ul>
<b>Qualitative/Quantitative Analysis/Process Evaluation to Be Undertaken</b> <ul style="list-style-type: none"> <li>▪ Research rubrics to be used as a model in developing a RVS rubric</li> <li>▪ Research successful interviewing processes used in this context</li> </ul>		
<b>Communication Tactics</b> <ul style="list-style-type: none"> <li>▪ Memo to RVS teaching staff outlining the program</li> <li>▪ Provide information on RVS website and in On-line, the staff newsletter</li> <li>▪ A description of expectations for successful candidates entering the pool</li> </ul>		

## THIRD QUARTER

Feb. 16 – May 15	Action Steps	Deliverables
	<ol style="list-style-type: none"> <li>10. Implement the interview process over a four week time period in February and March, 2012</li> <li>11. When administrative openings occur, in consultation with members of the Senior Executive, place successful candidates.</li> <li>12. Provide transition time for incoming candidates.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Budget to support the involvement of school principals, if necessary and transition time</li> <li>▪ In-service on the roles and responsibilities of the school administrator</li> </ul>
<b>Qualitative/Quantitative Analysis/Process Evaluation to Be Undertaken</b> Review the interview process and revise where necessary		
<b>Communication Tactics</b> <ul style="list-style-type: none"> <li>▪ Provide feedback to members of Senior Executive and school administrators</li> </ul>		

**FOURTH QUARTER**

May 16 – Aug. 30	Action Steps	Deliverables
	13. Develop a framework to support the successful candidates in a Community of Practice. 14. Organize a mentorship program for successful candidates	<ul style="list-style-type: none"> <li>▪ A description of the mentorship program</li> <li>▪ Community of Practice professional learning plan</li> <li>▪ 3. .An administrator or EC staff member to implement the mentoring program and the budget to support it</li> </ul>
<b>Qualitative/Quantitative Analysis/Process Evaluation to Be Undertaken</b> <ul style="list-style-type: none"> <li>▪ Research on the criteria resulting in successful administrative mentoring</li> </ul>		
<b>Communication Tactics</b> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul>		

**BUDGET PROJECTION**

<p><b>Costs</b>          Advertising Costs - \$3000          Substitute Costs to cover principals being involved in the interviewing process and transitioning of new administrators - \$2000.          Small percentage of FTE (.1) for mentoring of new administrators</p>
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