**Week 6 Arc of the Year Deliverable: Roles & Responsibilities**

*Determine R&R for your school’s Week 6 work, and submit the chart on p.2 to your Regional Superintendent by 6/1.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY DECISION** | **QUESTIONS TO ASK**  *Some examples* | **DATE** | **Deliverable**  *Turned in to Reg. Supt.* | **Resource** |
| Determine Roles & Responsibilities for your team during the Week 6 Vision | - Who will fill each role during Weeks 1-6?  - How will I roll this out to the LT and train them?  - How will I assume ultimate ownership of the Week 6 Vision, support my LT in executing their roles, and hold all staff accountable to the vision? | 6/1 | This Document: Roles & Responsibilities | See Roles & Responsibilities Guidance in the Arc of the Year Toolkit |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| week 6 Roles & Responsibilities | | | | |
| Role | Description | Suggestion | Owner | For Additional Context reference Other sections |
| **Overall Owner** | This person is ultimately responsible for the entire school reaching the Arc vision. This person should have the highest expectations in the building and be willing to push the leadership team and teachers towards the Week 6 goals and beyond. | Principal  (Experienced Dean of Students may play heavy support/partner role) | *Owner’s name & Role here*  *e.g. Kevin Anderle, Principal* | **AOTY Overview**  People Leadership, Maintenance  **Week 6**  Maintenance |
| **Norm Master** | This person oversees the norm-setting process before formal observations begin and ensures that there is a clear set of criteria for defining the school’s vision. S/he finds video or a teacher to observe and leads the process to norm on the various components of the AOTY Walkthrough Tools. This person also leads the process to norm on the length and frequency of observations, as well as the focus areas for each week. | Person Designated as Overall Owner | *Owner’s name & Role here* | **AOTY Overview**  Norming  **Week 6**  Norming on the Data |
| **Action Planning Facilitator** | This person leads the Action Planning Meeting each week. S/he sends and reviews the leadership team’s pre-work, facilitates the discussion and records next steps. | Person Designated as Overall Owner | *Owner’s name & Role here* | **Week 6**  Reporting,  Data Analysis |
| **Observers/**  **Coaches** | Every member of your leadership team will participate in the norming, observations, action planning and interventions.  The overall owner should decide if any teacher coaches should also participate. | Entire Leadership Team:  *Principals, Academic Deans, Deans of Students, DSO (in select cases), Special Services Leaders* | *Owner’s name & Role here*  *Owner’s name & Role here*  *Owner’s name & Role here*  *Owner’s name & Role here* | **AOTY Overview**  Data Entry,  Teacher Support  **Week 6**  Norming on the Data,  Data Collection & Entry,  Reporting,  Data Analysis |
| **Common Picture Scorecard Owner** | This person is responsible for leading the creation and norming process around the Common Picture Scorecard. | Dean of Students | *Owner’s name & Role here* | **Week 6**  Common Picture Scorecard |
| ᴥ  **AOTY**  **Operations Point Person**  ᴥ | This person is ultimately responsible for the successful execution of Arc of the Year logistics. S/he partners with the Overall Owner to flag operational roadblocks or efficiencies and to problem solve as needed.  S/he has a solid command of all the AOTY implementation requirements, as well as the tools and reports available to school teams in support of the Arc of the Year. | DSO | *Owner’s name & Role here* | **Week 6**  Data |
| **Chief Scheduler** | This person schedules all of the observations, action planning meetings and due dates for data entry. Observations should occur within the 1-2 days before the action planning meeting and should take place at agreed upon times (e.g. during a specified part of a lesson or transition). | Principal’s Assistant or SSM | *Owner’s name & Role here* | **AOTY Overview**  The Data Cycle |
| **Data Collection and Entry Point Person** | If schools decide to use the paper version of the Culture Walkthrough Tools, the Data Entry Point person will collect and transfer all of the data collected by the leadership team to the AOTY tool. This person must enter all of the data on the agreed upon time frame. | Principal’s Assistant or SSM  OR  Individual Coach Entry | *Owner’s name & Role here* | **AOTY Overview**  Data Entry,  The Data Cycle  **Week 6**  Data Collection & Entry |