

OGMS Scope of Work 2019-2020

1:1 Executive leadership support for the Principal

Dates of service as of September 13, 2019
 July 11, 31, August 1, 19, 28, September 13 (25
 total hours)
 Estimated remaining hours 76

Create and implement a three year plan for OGMS

Elements:

Organizational Culture

Lead 2 day staff *offsite retreat - incorporating the following stakeholders:

Instructional leadership team
 Administrative Leadership Team
 Community Partners
 Support staff

* follow-up sessions to monitor and advise on agreements from offsite

- **Executive Leadership**

1:1 Principal support
 ALT team support - individual/group
 Staffing calibration and support - planning and execution

- **Communication - internal and external stakeholders**

Shaping Principal's "stump" message
 Staff documents
 Website
 Parent messages
 1:1 "hard" conversations
 Create organizational structure charts with delineated site duties

- **Community Engagement**

Back to School Night (BTSN)
 Observe and provide feedback
 Video tape and review principal's message

- Classroom walk throughs
- Admin staff messaging
- Create template for future BTSN - before - during - after

-

2082

- **External Collaboration**
- Arrange for site visits to exemplary bay area middle schools
-
-
-
-
-
-