

# PROJECT *RISE* REMOTE EXPECTATIONS & SUPPORT PLAN

**Purpose of this document:** Given the extraordinary and unprecedented time we find ourselves in, it is important to continue your commitment as leaders and take on these matters as opportunities to demonstrate your spirit. As teacher leaders, your mission of placing teachers and students first and ensuring that all kids graduate high school college ready, still holds true regardless of the current global pandemic. We, as Project *RISE* Specialists, pledge to continue to work alongside you to ensure that you receive the same level of quality support, dedication, and service that you have been accustomed to. Although we are entering uncharted territory, we are grateful that we are in this together. This document serves as a guide to lead your work in supporting all educators through distance learning.

**Goal:** Teacher leaders will continue to fulfill Project *RISE* Responsibilities of providing support and facilitating teacher growth by building a culture of reflection and collaboration.

## **Master Teacher/Instructional Coach Responsibilities:**

- Create an atmosphere and attitude conducive to learning
- Team teach with colleagues, model lessons, and help implement curriculum
- Oversee planning, facilitation, and follow-up of group meetings (teacher small groups, round table discussions, etc.)
- Collaborate with campus principals to ensure all students are learning from effective teachers that demonstrate mastery in their professional content
- Engage in professional development activities that are both self and team-directed to enhance mentoring skills, pedagogical instructional practices, and classroom management practices
- Work closely with Project *RISE* team to ensure effective grant implementation
- Participate in additional Project *RISE* trainings and meetings
- Follow all administrative procedures and policies of the school and district
- Provide ongoing feedback for all campus teachers
- Facilitates the development of high-quality, rigorous assessments aligned to state standards and SLOs
- Meet any additional specific job requirements as indicated by the Principal and Project *RISE* Director
- Provide job-embedded professional development and instructional coaching
- Analyze multiple sources of data to plan and implement coaching strategies and support to teachers

## **Mentor Teacher/Instructional Coach Responsibilities:**

- Support an atmosphere and attitude conducive to learning
- Collaborate with teachers on subject/grade level planning
- Support the improvement of pedagogical instructional strategies and classroom management practices
- Assist with lesson planning and model lessons
- Provide ongoing feedback for mentees
- Engage in professional development activities that are both self and team-directed to enhance mentoring skills, pedagogical instructional practices, and classroom management practices
- Work closely with Project *RISE* team to ensure effective grant implementation
- Participate in additional Project *RISE* trainings and meetings
- Follow all administrative procedures and policies of the school and district
- Support mentees on utilization of data to improve teaching
- Works collaboratively with the Master Teachers in implementing initiatives tied to grant goals
- Facilitates the development of high-quality, rigorous assessments aligned to state standards and SLOs
- Meet any additional specific job requirements as indicated by the Principal and Project *RISE* Director

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**Process:** Teacher Leaders will provide ongoing support that is aligned to the four core coaching competencies as described below:

## Collaboration:



- Schedule weekly check-in meetings with all teachers to share and identify best practices during distance learning
- Schedule weekly check-in meetings with mentees and provide support with instructional resources and best practices during distance learning
- Attend weekly check-in Zoom meetings with Project *RISE* Specialist to discuss Project *RISE* initiatives and data analysis of SLOs
- Collaborate PLC meetings with grade level/departments/administrators

## Leadership:

- Serve as an Instructional resource by knowing your district's tech resources and being familiar with the resources currently available on the Region ESC 1 and Project *RISE* websites
- Build capacity by sharing Instructional resources via Google Classroom, Google Meets, Zoom, TEAMS or any other district platform
- Model professional growth mindset by finding a new way to deliver instruction, brainstorming for solutions to current problems, and being a risk taker
- Distribute leadership responsibilities during online team/grade level meetings



## Communication:



- Phone call, Facetime, Text messages
- Email
- Microsoft TEAMS
- Zoom meetings
- Google Meet, Google Hangouts, Google Voice, Google Duo

## Reflection:

- Demonstrate and model intentional reflective questioning that will guide teacher actions
- Effectively evaluate problems and assist educators to find solutions
- Evaluate the effectiveness of distance learning instructional resources and practices
- Enter all communication and collaboration with Project *RISE* Specialist, teacher leaders, educators, and/or administrators in the Activity Log using the Project *RISE* coaching platform <https://rg1rise.egtyc.com>.

