

Assistant Principal Academy Professional Growth Team Responsibilities

In addition to signing off on satisfactory completion of performance tasks, each member of the committee has “role-specific” duties. These are listed below:

ROLES AND RESPONSIBILITIES FOR MENTOR PRINCIPAL

- Meet with the Mentee face-to-face at least monthly
- Contact the Mentee weekly (may be by phone or email)
- Assist in development and monitoring of the Mentee’s ILDP
- Monitor Mentee’s progress on the Performance Tasks & Action Research Project
- Determine if the participant has satisfactorily met the program requirements

ROLES AND RESPONSIBILITIES FOR SUPERVISING PRINCIPAL

- Review the AP’s required tasks on the ILDP
- Provide opportunities for the AP to perform needed tasks
- Observe the AP performing tasks and provide feedback regarding the task
- Advise the Professional Growth Team regarding the level of competency displayed in completing the performance tasks
- Determine if the participant has satisfactorily met the program requirements

ROLES AND RESPONSIBILITIES FOR CLUSTER ADMINISTRATOR

- Visit the AP in his/her school
- Meet with the Professional Growth Team quarterly
- Discuss the AP’s performance with the school principal
- Provide additional opportunities for the AP to shadow exemplary principals who demonstrate strengths in areas of needed growth as necessary
- Determine if the participant has satisfactorily met the program requirements

ROLES AND RESPONSIBILITIES OF THE SCHULTZ CENTER REPRESENTATIVE

- Schedule all Professional Growth Team meetings
- Organize materials and facilitate the Professional Growth Team meetings
- Develop agenda for the Professional Growth Team meetings to include:
 - Review the Individual Leadership Development Plan
 - Review of Performance Task Tracker Monitoring Tool
 - Review related documents, processes, and procedures
- Keep all records and documentation of meetings
- Determine if the participant has satisfactorily met the program requirements
- Initial, date, and maintain the Standards Mastery Form
- Submit required documentation upon participant’s completion of the program:
 - Standards Mastery Form
 - Professional Growth Team Meeting Forms (one from each meeting)