EDAD 639

Jason Harmon

Personal Internship Plan

**Goal #1: Standard 1**

Help identify our district’s core values and meet with key leaders within our school district in order to ascertain how the system of our school functions to mirror these core values. I will also make sure the vision and mission of my school is communicated through the use of symbols, ceremonies, stories, and similar activities.

To accomplish this goal I will meet with our school leaders to find out who we really want to become. I will then plan ways to help communicate our core values, mission, and vision to all stakeholders through the use of symbols, ceremonies, stories, and similar activities. This plan will be created along with my administrators. My main idea right now is to come up with a saying or slogan that will remind everyone of who we are that can be posted around the school. We can also have some type of video contest during Viking period where each class submits a video or performs a skit that helps the student body appreciate who we are and helps everyone buy into the vision and mission of our school.

The evidence will be the buy in, and the physical stuff like the videos, skits, signs, etc. We will have a drastically improved school culture of excellence, where everyone understands their roll and strives for excellence

I would hope to complete this goal before Christmas so I can move on to other goals. We will continue to evaluate how we are doing, and where we can improve in this area throughout the school year.

Goal Attainment: This goal has been successfully completed

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Intern Supervisor

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Mentor Mentor

**PIP Goal #1 Reflection:**

Working with a new principal ended up making this a really tough goal for me to complete. I worked on it for a while, came up with a solid plan, typed out a document to give out to our staff, and presented my plan to my principal. Understandably he was leery of doing too many things and teachers complaining about the extra workload of having to prepare and work on skits with their students. The whole purpose of this goal was to help build and cultivate our culture by focusing on our school mission and vision. I wanted to help everybody internalize it and make it a part of their daily lives at school.

I feel that it is much too easy to forget what we are really striving for as teachers and students. We are prone to get caught up in every day life, and if we aren’t careful we loose focus of what is most important. I sometimes get caught up in work ethic and become a taskmaster in my classroom at the expense of relationships if I’m not careful.

Needless to say, after my idea was shut down I abandoned the main parts of this goal. As a district we are now revisiting our goals that go along with our mission and vision, and I really hope we focus on it more next year. On the positive side as teachers in Guernsey this year we have received in depth training on Learning Targets, and this has helped us focus our teaching efforts.

**PIP Goal #1 Resources:**

Cultivating a Culture of Success

Teachers, we need your help to instill our schools mission, vision, and core values into the hearts and minds of our students. To start this off with a bang we are asking each of you with Viking classes to come up with a well-practiced 3 to 5 minute skit that is both fun, and a solid demonstration of who we are and hope to become within your assigned topic. Please try to get all of your Viking students to participate so nobody is left out. We want you to be involved as well.

**Timeline:**

You can use some time in Viking to write, practice, and prepare the skits. Have them well polished by the week of Dec. 8th-12th. Mr. Gunderson will come around to preview them that week.

Final Performance: These skits will be performed in front of the student body Tuesday December 16th during Viking period. There will be a special guest band that will open the show.

**Assigned Topic/Themes:**

7th Grade: Support

8th Grade: communication / high expectations

Freshman: trust

Sophomores: work ethic

Juniors: School Vision

Seniors: School Mission

**Thanks for your support and participation. This will be fun and entertaining, but most of all, we all need to live by our schools mission and vision. Please take time to internalize it so we can make it happen. Our students deserve the best.**

*“Preparing Each Learner”*

**Goal #2 - Standard 3**

I will help create operational procedures that help everyone achieve our schools vision and goals, and help to make sure they are in place and implemented.

To accomplish this I will work with the school improvement team to align our operational procedures to our schools vision and goals. We will then make sure our procedures are written down, approved by the board, and given to all pertinent parties. We will then begin implementing these small, but important changes throughout the school. To help us reach this goal I will take part in several activities.

1. I will work with our superintendent in developing and revising our budget
2. I will serve on hiring committees as we hire new staff.
3. I will conduct a needs assessment for the building and grounds, and create a priority list keeping in mind safety, cost, instructional need, and anticipated remaining life of equipment.
4. I will also participate in the negotiation process for teacher contracts, at least as an observer.
5. Lastly, I will work with our principle in implementing goals, and procedural changes.

The evidence of completion will be the documents we have created showing the procedural changes, the knowledge and experience I gain, and the improvements seen around the school

I will complete these goals before the end of the school year.

Goal Attainment: This goal has been successfully completed

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Intern Supervisor

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Mentor Mentor

**PIP Goal #2 Reflection:**

This goal is still a work in progress, and some aspects of it didn’t end up being as comprehensive as I had hoped. I will break down each aspect of my plan, and add any additional comments at the end.

1. I will work with our superintendent in developing and revising our budget

This is still a work in progress. Teachers are currently turning in requisition forms, which are due April 7th so the budget can be prepared for next year.

1. I will serve on a hiring committee as we hire new staff.

Another district just hired our superintendent, and I have been asked by the school board to partake in that hiring committee. I have also been asked to help sit in on some interviews for positions we are filling, and to review applications. I am excited about partaking in this process because hiring good teacher is key.

1. I will conduct a needs assessment for the building and grounds, and create a priority list keeping in mind safety, cost, instructional need, and anticipated remaining life of equipment.

I coordinated several times with our building and grounds manager to complete this task, but we still haven’t done it. I will most likely complete one on my own, and submit my ideas to him.

1. I will also participate in the negotiation process for teacher contracts, at least as an observer.

This is definitely a possibility that I am looking forward to. I’ve been told this will occur in the first part of June.

1. Lastly, I will work with our principle in implementing goals, and procedural changes.

My participation here has been in reviewing and revising staff and student handbooks. We pulled a committee of three teachers together to make comments on the changes that need to be made. Now we are hoping to finalize those changes so we can have a more comprehensive staff handbook.

On the procedural side I have been able to comment on the needs of our school and give ideas, but those decisions aren’t up to me. We started a new academic support protocol this year and are striving to get quicker and more efficient at reporting problems. There have been students smoking in the school recently, and we are working on better procedures to handle situations such as this. Often we don’t catch the students smoking, just the smell that lingers afterwards.

**Goal #3 - Standard #6**

Communicate trends, issues, and potential changes to our community

To accomplish this goal I will write several articles to be posted in our Viking Voice newsletter. I will communicate to our parents, students, and community members the direction our school is taking, and let them know of the positive areas of growth.

The evidence of this will be copies of the Viking Voice containing my published articles.

I will complete this throughout the school year.

Goal Attainment: This goal has been successfully completed

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Intern Supervisor

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Mentor Mentor

**PIP Goal #3 Reflection:**

This goal has definitely been interesting. I asked many times when the Viking Voice is published and never got an answer, so I took initiative to write up a letter to the community titled, The Difference is YOU. That was the main piece that I contributed to this goal. The principal is working on getting it published in our local newspaper. I sent it to him and our superintendent for review, and they both liked it.

As I reflect on the importance of communicating with the public it really feels special to be able to write something that you know will have an impact on someone’s life. I have been spending time looking at administrative job openings, and it is great to see principals and schools that send out monthly newsletters to parents to keep them informed. I know that this is greatly appreciated, and something positive and uplifting can always be included. It could be a short write up on parenting, the importance of a good nights sleep, health, nutrition, or a number of other topics that support parents and families and inspire them to make wise choices.

**PIP Goal #3 Resources:**

The Difference is YOU

By: Jason Harmon

Have you ever wondered what you can do to improve our school and community? While it is easy to sit back and place the blame on others, WE are responsible for our own lives and families, and ultimately our school and community. Sure, we can blame our past, our job, our lack of education, our ignorance, our addictions, our school and community leaders, but what does that do? We end up complaining and wishing things were different and nothing happens. Community members of Guernsey-Sunrise schools, it is time for us to wake up and realize our true potential. Your ideas, voice, and efforts matter. We have such a wonderful school and community, but what can we do to become great?

While my purpose in writing this article isn’t to answer that question for you, I hope to wake up in all of us that desire to be and do a little bit more. Currently I have been taking a class on Leadership. It is so easy to judge and place blame on a leader for all of our problems. I’m sure we’ve all heard or thought, “if only the President would \_\_\_\_\_\_, or if only the Governor would \_\_\_\_\_\_\_\_\_\_\_\_. While being active in government and voting for our leaders is so important, my plea today is for you to understand that the difference in this community is YOU.

Ironically the most impactful thing I’ve learned in my class on leadership is how important it is to be a good follower. Our school and community leadership needs good followers that possess important qualities and attributes. We need **self-motivated** **individuals** who give of their time to make a difference. This difference starts within our families and our own sphere of influence (our coworkers and friends) and grows from there. We need to **communicate** well with each other and with our leaders about what is really important to us. We need **teamwork** as we dedicate ourselves to making our school and community great. We also need **continual** **personal development.** Just as we want our leaders to be committed to expanding their leadership skills, we need to develop ourselves and become men and women of honesty, integrity, and be willing to take a stand for what is right. Our personal weaknesses can become strengths as we help and support each other.

I know that united we can impact lives. We can create and sustain a culture of unity as we work for the common good. We are on the right track. How awesome it is to see people rally together to support those in need. Lets be wary of getting complacent and feeling like we are good enough. Lets become the best we can be and help each other and our leaders reach for greater heights. I know our school board, administrators, teachers, parents, and community want the best school for our children, and honestly they deserve the best. As the saying goes it takes a village to raise a child. Never underestimate the power of your own personal influence. Your voice will be heard. Remember, the difference is YOU.

**Goal #4 – Standard 2**

The goal is to improve our professional practice within our school district, especially for our teachers.

I will work with our administrators to review our framework for professional practice, especially for teachers, so everyone can know what they are evaluated on, and so everyone can work to improve the quality of their teaching. We will then work to implement the framework into the teacher evaluations done by our administrators.

The evidence of the completion of this goal will be an increased understanding by all as to what they are evaluated on, and specifics as to how they can improve their practice. We will also create several documents as handouts for teachers, and paperwork that the administrators use in their evaluation process.

I would hope to complete this goal by the end of January so it can be implemented within our school

Goal Attainment: This goal has been successfully completed

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Mentor Mentor

**PIP Goal #4 Reflection:**

As I reflect on this goal, again I was able to accomplish it in a round about way. I approached my principal with a bunch of ideas and research, and was shut down. He wanted to stay with the system we have now for teacher evaluations. This is fine, but luckily things are improving in this area in our district.

As a part of our mentor program we will be reviewing our districts teaching framework in depth each month so new teachers can understand how they will be evaluated. They will rate themselves on each area and set goals for improvement. We are also going to make sure the teaching framework and teacher evaluation forms are included in the new version of our staff handbook.

Another thing that our district has been doing is they started a focus on learning targets. We have a consultant/trainer that comes in every two weeks during our PLC time and gives trainings. She teaches us and is starting a program where we as teacher’s video tape our lessons and review them in our PLC groups so we can informally assess each other and improve our teaching practice. It has been neat to be involved with this because I get to see first hand how much our school is improving.

As evidence I am inserting some of the documents that go along with this learning target program.

**PIP Goal #4 Resources:**

**Guernsey-Sunrise Lesson Study Protocol**

**Roles of the Group**

**Host Teacher:** this person will be responsible for planning and teaching a lesson that would *normally be taught anyway.* He or she will explain the learning target, what the students will be expected to do and how he or she will know if it has been successful. (In addition, he or she may ask for specific look fors that the group could collect as feedback.) The teacher will write a self-reflection based on the feedback given indicating next steps. Note**: This is non-evaluative**. IF the lesson or the students do not perform as anticipated, it is considered a learning opportunity.

**Observers:** Observers will script the lesson using a specific format. The idea here is to collect information based on the pre-brief and observation. This information will be collected, discussed (if time allows) and given back to the teacher

Process:

**Professional Development**

Whoever is doing the work is doing the learning

Collection Sheet for Scripting

**Pre-brief**

Host Teacher:

Background on class and lesson being taught (Example: Where are they with the learning, special populations, etc.)

Learning Target (why did you choose this target?)

Activities (what do you want them to be able to do as a result of the learning?)

Conclusion (how will you know if has been successful?)

**Observation**

Host Teacher:

Teaches

Observers:

Collect Information based on the feedback collection sheet.

**De-brief**

Host Teacher

Listens to feedback. Once finished, He or she will react to feedback.

Observers:

Give feedback based on the feedback collection sheet.

**Guernsey-Sunrise**

**Feedback Collection Sheet**

Name of Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_\_\_Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning Target\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Time** | **Activity** | **Student Actions** | **Rigor** | **Notes** |
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