

Clinical Plan: Robert Cawson

Following are the planned clinical practice activities to be undertaken by Robert Cawson during the Winter Term 2016 at the University of Michigan-Flint. This clinical practice will be completed in the Swartz Creek Community School District under the direction of Ms. Hunter, Principal of the Gaines Elementary School, who will serve as the cooperating administrator and provide on-site supervision for the experience.

Competency X: Leadership

- **Related Task:** Job Shadowing
- **Specific Task:**
 - o Spend a minimum of one entire day (including after school and evening responsibilities, if any) shadowing the cooperating administrator, Lauren Hunter.
- **Narrative Description:**
 - o Job shadow and assist administrator, when appropriate, in accomplishing responsibilities. Maintain a journal of activities and prepare a thoughtful analysis of the number, nature and focus of activities, and with whom the administrator interacted. Describe and assess the decision making process and style used by the administrator in responding to various categories of demands or problems. Identify several crucial lessons the day taught about the art of administration and school leadership.

Smart Goal: By April of 2016, I will job shadow Lauren Hunter as she performs duties throughout the course of the day. I will create a chart that reflects how she spends her time.

Specific:	Actively participate and shadow Lauren Hunter as she leads and performs duties throughout the course of a school day including but not limited to 8 or more administrative tasks that she has to perform throughout the day.
Measurable:	I will job shadow for one day and document a minimum of 8 tasks that she has to accomplish throughout the course of one school day.
Attainable:	The job shadow will be completed by April 2016.
Relevant:	Understanding all of the day to day duties that administrators perform in addition to all of the unplanned events that occur throughout the course of one school day will allow awareness of how an administrator reacts to unplanned events and how they spend their time.
Timely:	By April 2016 I will have shadowed Lauren for a minimum of 1 school day and have observed at least 8 tasks.

Competency 1: Accountability (Teaching and Learning)

- **1.1 Related Task:** Ability to interpret meaning of various standardized tests to board, teachers and lay citizens.
- **1.1.3 Specific Task:**
 - o Ability to use assessment data to identify weaknesses and recommend strategies for improving student performance.
- **Narrative Description of Task:**
 - o Review results from most recent DIBELS' assessment for Gaines Elementary and the trend evident over the last two years. Analyze fourth grade in depth, including a factor analysis that identifies areas in which students are particularly proficient in reading and those areas where they are particularly deficient. Based on such analysis, recommend school improvement strategies tailored to strengthen student performance in fourth grade. Share the findings with teachers and other staff members.

Smart Goal: By April of 2016, do an item analysis of the 4th grade DIBELS' data that includes identifying proficient students as well as deficient areas and also offering a professional development plan of action.

Specific:	Analyze 4th grade DIBELS' trends and establish a plan of action for any areas of deficiency.
Measurable:	Establish a plan of action for any areas of deficiency.
Attainable:	Identifying achievement successes and deficiencies/gaps is necessary in guiding future decisions.
Relevant:	Identifying academic deficiencies can guide future professional development planning.
Timely:	By April 2016, do an item analysis and establish a plan of action to address all areas of deficiency in the 4th grade DIBELS' assessment.

Competency 4: Curriculum, Instruction and Supervision

- **4.3 Related Task:** Knowledge of variety of instructional methods and skills
- **4.3.7 Specific Task:**
 - o Conduct a clinical evaluation cycle including observation in a typical classroom
- **Narrative Description of Task:**
 - o After reviewing state law, local policy and collective bargaining agreement regarding teacher evaluations, carry out a classroom observation and post-observation conference with a consenting colleague using the district's evaluation instrument and procedures. Prepare a written evaluation based on the classroom observation using the district reporting format. Interview the staff member after the formal conclusion of the post conference concerning his/her perceptions about administrative practices or behaviors that facilitate meaningful evaluations and

promote growth by staff members. Reflect on the process and what represents good administrative practice.

Smart Goal: By April of 2016, in conjunction with Lauren Hunter and staff members, participate in the full evaluation of a consenting staff member using the Danielson Model. (Participation is based on the teacher contract.)

Specific:	Observe from start to finish the pre to post evaluation cycle.
Measurable:	Observe 1 teacher evaluation cycle.
Attainable:	Ongoing teacher improvement and self-reflection allows teachers to improve their teaching craft and practices.
Relevant:	Teacher evaluations are required by the State of Michigan. Teacher evaluations offer opportunities for teachers to check their current goals and set future ones.
Timely:	By April 2016 I will observe from start to finish the pre to post evaluation cycle of a consenting staff member.

Competency 2: Communication Skills

- **2.1 Related Task:** Knowledge of group interaction techniques.
- **2.1.2 Specific Task:**
 - o Participate in the administration-student-faculty activities regarding student government
- **Narrative Description of Task:**
 - o Take an active role regarding student government by promoting the interests of student council, assist and advise student leaders, and be the link for communication between students and other staff members in the building. Promote and help manage the student government idea of doing a spring fundraiser (staff vs. 5th grade basketball game) to raise money for the Children's Miracle Network. Also, attend student government meetings, provide guidance, advice and information if requested to other ideas, topics, or issues. Help to ensure the student government becomes part of the structure of the school that it is involved in all aspects of school life through frequent meetings, fundraisers and school and/or community events.

Smart Goal: By April of 2016, help to assist the student council in their daily efforts to provide for a better school and carry out a spring fundraiser to raise money for the Children's Miracle Network.

Specific:	Host a staff vs. student basketball game that raises money for the Children's Miracle Network, celebrates the graduating 5 th graders and showcases the school environment.
Measurable:	Earn money through admissions, concessions, and donations during the event.
Attainable:	Allowing students to make decisions for the building allows for higher engagement levels in all aspects of education.
Relevant:	Helping to ensure student government is part of the structure of the school that it is involved in all aspects of school life is essential to a healthy educational facility.

Timely:	By April 2016 I will have planned the staff vs. student basketball game to raise money for the Miracle Network.
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Competency 3: Community Relations

- **3.1 Related Task:** Ability to utilize staff and community involvement in developing goals and objectives for a school or school system.
- **3.1.3 Specific Task:**
 - o Outline a plan for involving community and staff in the development of a proposed curriculum program.
- **Narrative Description of Task:**
 - o Survey community, staff and parents regarding after school program needs and interests. Use survey results to help inform administrative decisions. Implement an after school program designed to attract students based on their own self interests. Staff, parent and community volunteers can instruct classes to small student groups via 3 to 4 week sessions. Take an active role of gaining and utilizing volunteers, creating surveys and flyers, registering students for classes during each session and maintain student and volunteer safety each week. Evaluate the effectiveness of the program and make marks for improvement for future sessions. Interchange classes each session based on the effectiveness of each class and the wants of the community and student participants.

Smart Goal: By April of 2016, implement a community and staff based after school program that is free to the students and permits higher engagement in other areas outside of the school day.

Specific:	Start a one day a week after school program that utilizes staff, parent and community volunteers and is free to students. Students can select clubs based on their own self-interest.
Measurable:	Registration numbers should be tracked and surveys will be collected to help decide which clubs to offer during each session.
Attainable:	Student and community engagement is key to running a successful building.
Relevant:	After school programs offer additional opportunities for student engagement and community involvement which in return allow for high rates of student achievement in select areas.
Timely:	By April 2016 I will implement a community and staff based after school program.

Competency 10: Staff Personnel

- **10.3 Related Task:** Ability to supervise classified staff.
- **10.14.1 Specific Task:**
 - o Supervise maintenance personnel of a given school building. Describe the process.
- **Narrative Description of Task:**

- Design or modify an already existing evaluation instrument to document the work of custodians at Gaines Elementary. The work area of each custodian shall be reviewed and documented and then recorded and reported through an evaluation instrument designed to promote growth and improvement in the cleanliness and function of the school environment. An action plan should be developed and followed based on observation results. Feedback should be provided verbally as well as ongoing throughout the evaluation and monitoring progress.

Smart Goal: By April of 2016, in conjunction with Lauren Hunter and the custodial staff at Gaines Elementary, observe and evaluate the performance of the custodial staff in their ability to help maintain a highly efficient running school.

Specific:	Design or modify an already existing evaluation instrument to document and evaluate the work of the custodians at Gaines Elementary.
Measurable:	Observe and evaluate the custodial staff at Gaines using a personally designed or modified evaluation instrument.
Attainable:	Ongoing custodial improvement and self-reflection allows custodians to improve their work and allow for a more attractive and efficient facility.
Relevant:	Custodial evaluations offer opportunities for custodians to improve their work and make the facility more efficient and attractive to future families.
Timely:	By April 2016 I will modify or design an evaluation instrument and observe and evaluate the Gaines custodial staff.

Competency 11: Student Personnel

- **11.2 Related Task:** Knowledge of principles of discipline, student control, etc.
- **11.2.2 Specific Task:**
 - Analyze discipline referral and suspension data for a school year to identify the nature and frequency of student misbehavior. Based on findings, recommend a plan to reduce most common form of misconduct.
- **Narrative Description of Task:**
 - Take an active role in student discipline by joining the school’s MTSS team. Attend meetings to gain feedback on behavior issues within the building and district and engage in discussion to promote improvement. Take active notes regarding the topics of discussion and items on the agenda. Analyze SWIS data to identify building wide behavior patterns and address them with the committee. Create, amend or continue with an already in place action plan to continue improving discipline issues within the building.

Smart Goal: By April of 2016, analyze discipline and suspension data for the current school year and discover the nature and frequency to such student misbehavior and make an action plan to improve such student misbehavior.

Specific:	Analyze SWIS data to identify the nature and frequency of student misbehavior and make an action plan to improve the discovered patterns.
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Measurable:	SWIS data should be analyzed for patterns and should be continued to be analyzed to look for areas of improvement once action plan is in place.
Attainable:	Improving student misbehavior allows for a healthier learning environment.
Relevant:	Identifying the nature of student misbehavior and addressing the issues will improve the culture of learning present in each of the classrooms.
Timely:	By April 2016 I will have analyzed the SWIS data and made an action plan to help improve student misbehavior.

It is understood that this proposal, once approved by the Cooperating Administrator and University Faculty, represents the agreed plan of work for this clinical experience. Upon the satisfactory completion of this plan of work a grade will be given and credit for the course granted.

Submitted by: _____ Date: _____
Administrative Candidate

Approved by: _____ Date: _____
Cooperating Administrator

Approved by: _____ Date: _____
University Faculty

Implementation Plan and Timeline for Clinical Practice
Winter 2016

Week of:	Competencies/Plan	Notes
January 4th	<ul style="list-style-type: none"> • Develop 7 competencies • Get administrator approval • Set tentative date for staff vs. student basketball game • Create basketball flyer • Send home surveys regarding after school program 	<ul style="list-style-type: none"> • Developed competencies and shared with Lauren • Revised based on feedback • Surveys for after school program sent home and are due back next week • Basketball flyer created (save the date flyer) but no official date yet (Thinking to move to March)
January 11th	<ul style="list-style-type: none"> • Finalized proposal of competencies completed, submitted and approved. • Contact Hurley Network for tentative basketball date • Send home registration flyers for after school program 	<ul style="list-style-type: none"> • Given feedback from Chuck • Revised competencies based on feedback and handed back to Lauren for further review • Contacted Hurley for set dates and making sure they can attend charity event • Telethon is on June 5th and 3 or 4 student council members will be accompanying me to the show on live tv • Registration flyers sent home based on survey results and volunteer numbers • Still no set basketball date
January 18th	<ul style="list-style-type: none"> • Discuss with 1-2 staff members that have agreed to be evaluated. • Identify observation dates with administrator. • Finalize basketball date • Attend student council meeting to begin planning process of basketball event • Tally registration numbers for after school program and place students in select clubs 	<ul style="list-style-type: none"> • Identified two possible staff members to evaluation (Lisa and/or Katelyn but unsure on date yet (looking to start now in mid to late February) • Still awaiting basketball date based on possible spring sports schedules and district calendar • Final plan signed by Lauren and to be submitted in class • After school program to start on the 21st • 57 students registered and placed in 6 different clubs and snacks purchased (reimbursement to be filed and received from community donations – Barons) • Lisa Rader and Katelyn Samida have consented for evaluation to be done (Katelyn is choice number 1) • Observations and evaluations will resume in mid to late February; unsure on specific dates

	<ul style="list-style-type: none"> • Week 1 of after school program • Identify evaluation tool for custodial staff 	
January 25th	<ul style="list-style-type: none"> • Discuss job shadowing & set tentative dates • End of 1st Semester • Week 2 of after school program • Amend evaluation tool for custodial staff based on the needs of the building • Gather SWIS data for the current school year 	<ul style="list-style-type: none"> • Job shadow on February 4 with half day MTSS meeting and other half at Gaines • Inquiring about district reimbursement • Inquiring about SWIS access • Finalized basketball date: April 22nd. • SWIS Data gathered and printed. • 2nd week of GASP • Unsure on definite observation dates for evaluations • Looking into contract of custodians to seek proper way to handle custodial review
February 1st	<ul style="list-style-type: none"> • Obtain DIBELS 4th grade test results. • Week 3 and final week of session 1 for after school program • Meet with custodial staff to discuss their needs and noticing's • Meet with school staff to identify their custodial needs and preferences for the building • Identify patterns in behavior data • Attend MTSS meeting 	<ul style="list-style-type: none"> • DIBELS scores gathered for last year and current year (4th grade) • MTSS Meeting (February 4th) • Job shadow Lauren on the 4th – half day MTSS and half day Gaines • Afternoon spent at central office for MTSS meeting • Morning spent at Gaines in office for a meeting regarding WIDA testing • Session 1 of the after school program was a success with 57 students enrolled • Still pending custodial review and observation dates for teacher evaluations
February 8th	<ul style="list-style-type: none"> • Conference Week • Analyze DIBELS and reflect on patterns discovered. • Send home new registration forms for second session of after school program • Observe custodial staff before and after school • Make recommendation(s) based on SWIS data analysis 	<ul style="list-style-type: none"> - Conferences were Tuesday and Thursday - Moved Valentine's party to the Wednesday - No school Friday - Survey for second session of GASP sent home - Names from session 1 accounted for to make thank yous - Still pending custodial and teacher evaluations per Lauren Hunter - Hurley contacted to confirm date for basketball event, April 22nd - Postpone sending home new registration forms for 2nd session until the 22nd

<p>February 15th</p>	<ul style="list-style-type: none"> • Create donation flyers for charity basketball event • Assign volunteers to certain after school clubs based on survey results • Tally second session registration and assign students to clubs • Observe custodial staff during planning time • Write up evaluation of findings for observing custodians 	<ul style="list-style-type: none"> - Hurley created a donation flyer for charity basketball event - Sending out this week - Student council to create a morning announcement advertisement for basketball game - Sent home a second survey sheet for the after school session - Donation flyers created by Hurley - Postpone assigning volunteers until registrations come back for second session of GASP - Second session forms will be due back by March 1st - Waiting on Lauren Hunter for evaluation dates and custodial review
<p>February 22nd</p>	<ul style="list-style-type: none"> • Set a form of action or recommendation to improve scores based on DIBELS analysis. • Attend student council meeting • Week 1 of session 2 for after school program • Sit down with custodial staff to discuss noticing's of observations and marks for improvement 	<ul style="list-style-type: none"> - Second session sign-up sheets for GASP were sent home. - Donation flyers for the charity event were sent home - Met with PTO after school to explain needs and gather more ideas for charity game - Informed by the transportation supervisor through my building principal that the custodial competency cannot happen - Need to amend custodial competency as I am no longer allowed to observe, evaluate or communicate with custodial staff per transportation and grounds supervisor - Principal is worried about evaluation competency - Called Chuck to discuss expectations moving forward
<p>February 29th</p>	<ul style="list-style-type: none"> • Job shadow observation day • Finalize competency #1 • Recruit volunteers for basketball event • Send home newsletter regarding basketball event • Week 2 of session 2 for after school program • Finalize competency #6 • Obtain custodial evaluation and modify based on research of other 	<ul style="list-style-type: none"> - Getting t-shirt sizes for all fifth graders for charity game to order graduation shirts - Second session registration numbers were tallied with 83 total students signing up - First week of GASP is postponed because of snow days: delayed one week - Inviting volunteers back from last year for charity game - Newsletter and other flyers sent home with students - Previous Gaines' custodial evaluation templates obtained

	<p>custodial tools for evaluation</p>	
March 7th	<ul style="list-style-type: none"> • Finalize Competency #2 • Observation and post observation • Reflect on evaluation findings • Week 3 of session 2 for after school program • Attend MTSS meeting • Reflect on SWIS findings and implement possible plan of action to improve behavior issues • Reflect on how to use custodial tool with a 1 page write up 	<ul style="list-style-type: none"> - Week 1 of GASP takes place - Finalized staff roster for charity game - Planning morning announcement for school with 5th graders to invite rest of school to charity game - Evaluations and observations are delayed as Blue Ribbon application, WIDA testing and ASSIST are main priorities for Lauren as their deadlines are approaching. - Custodial checklist and evaluation tool developed
March 14th	<ul style="list-style-type: none"> • Finalize competency #3 • Attend student council meeting • Week 4 and final week of session 2 after school program • Finalize competency #6 	<ul style="list-style-type: none"> - Met with select 5th graders, planned and revised skit for morning announcements. Scripts sent home with students to practice. - Hoping for another student council meeting to take place after break (Middle of April) - Week 2 of GASP
March 21st	<ul style="list-style-type: none"> • Tentative Staff vs. Student Basketball Game • Reflect on survey results, registration numbers and overall efficiency of after school program • Finalize competency #7 	<ul style="list-style-type: none"> - Game is moved to April 22nd - Week 3 of GASP - Another survey sent to parents and community members to identify which people would be willing to lead a club in the last after school club session.
March 28th	<ul style="list-style-type: none"> • End of 3rd marking period • Set date to appear on Miracle Network Telethon with student council and select students to attend 	<ul style="list-style-type: none"> - June 5th at ABC 12 for telethon for Miracle Network - Final week of GASP session 2 - Session 3 GASP signups forms sent home with students. - Observation date finalized for March 31st but to take place without administrator and to not be an “official observation” - SWIS data analyzed and behavior patterns graphed out and placed into a PowerPoint to share with admin and possibly staff.

	<ul style="list-style-type: none"> • Finalize competency #5 	<ul style="list-style-type: none"> - Discipline plan amended based on findings in SWIS - GASP session 2 thank yous sent home to all volunteers - Observation in third grade classroom - Interview with teacher on evaluation process - Analyzed Dibels data and identified patterns of weakness and set goals for improvement
April 4 th	<ul style="list-style-type: none"> • Spring Break Begins • Thank you notes sent out to all who helped with charity event • Finalize competency #4 	<ul style="list-style-type: none"> - Thank yours to be sent immediately after April 22nd - Students selected to attend ABC 12 telethon. - Teacher evaluation scored - Post observation - Shared Dibels analysis with admin - Policy on how to use custodial review created and shared with admin - Finalize and proofread competencies - Assemble portfolio
April 11 th	<ul style="list-style-type: none"> • Proofread and finalize competencies 	<ul style="list-style-type: none"> - Portfolio submitted