

# Tobin K-8 School | Decision-mapping flow chart SY'2017-2018

11/13/17  
Draft

## Role/function key:

“L”eadership role: Principal, D.I., C.F.C., Nurse, Café Manager, CY Impact Manager, CY Team Leader

“C”orporate function: ILT, SSC, SPC,

“A”cademy decision: *K0/K1, ARTS/Specialty, Young Leaders, Sunshine, Peace, Ubuntu,*

“L”ead Teacher: Ms. Byars

“T”eacher Facilitators: Ms. Valentin (Early-childhood), Ms. Verdu (Young Leaders), Ms. Gaffny (Sunshine), Ms. Byars (Peace), Ms. Cennamo (Ubuntu), Ms. Barry (ARTS/Specialty), Mr. Richards (Culturally Sustaining Practice)

“D”epartment decision: COSESS/SWD, LAT-F/ELL, Family & Community Engagement

“P”artnership decision: BBTE, City-Year, Home for Little Wanderers, Arbour Counseling Services, READ to a Child, Tutors for All, Brigham & Women’s, Forsythe,

<b>Efrain Toledano, Principal</b>	<b>John Holly, Director of Instruction</b>	<b>Courtney Kinney, CFC</b>
<p><b>Instructional:</b></p> <p><b>Management &amp; Operations:</b></p> <p><b>Family &amp; Community Engagement:</b></p> <p><b>Professional Culture:</b></p> <ul style="list-style-type: none"> <li>• The evaluation process (specific evaluation questions about goals should go to your primary evaluator)</li> <li>• Instructional Leadership Team, whole school professional development, and CPTs</li> <li>• Proactively manage student behavior and growth at the school K-8</li> <li>• Input Kickboard Kudos and deltas throughout the school day K-8</li> </ul>	<p><b>Instructional:</b></p> <ul style="list-style-type: none"> <li>• Serve in a leadership role in the absence of the Principal</li> <li>• Assist with Supervision of educators and staff including regularly observing instruction, providing feedback and writing prescriptions for the improvement of performance</li> <li>• Development and maintenance of the Tobink8.org web platform available for desktop/mobile including the wePlan, DESE curriculum, Illuminate instructional support, MCAS 2.0 development, Inquiry support (CPT drive, Calendar, Handbook, etc)</li> <li>• Sustain ELL compliance for ELLs at the school per district, state and federal guidelines in the role of LAT-F including</li> </ul>	<p><b>Instructional:</b></p> <ul style="list-style-type: none"> <li>• Extended Day School Point for <i>City Year’s Before School Program</i> providing before school care, movement, literacy, and enrichment activities for grades 3-8.</li> <li>• Provide classroom support with behavior management as needed. Schedule peer to peer mediation, modeling and communicating restorative justice practice.</li> </ul> <p><b>Management &amp; Operations:</b></p> <ul style="list-style-type: none"> <li>• Staff morning tardy desk and make necessary changes to student attendance in ASPEN.</li> <li>• Managing partnership with Boston Celtics including Read to Achieve Literacy events and Middle School Stay in School Initiative and attendance monitoring.</li> </ul>

<ul style="list-style-type: none"> <li>• Calendar items coming from partners</li> <li>• Any employee request for time off</li> <li>• School Site Council/ Parent council</li> <li>• Anything having to do with media</li> <li>• School Budget, BEDF (Grant monies and allocation), and Fundraising Citizens' Account</li> <li>• Adding items to the weekly highlights</li> <li>• Any custodial issues, Facilities Management (Inspections/Building codes)</li> <li>• Field trips (fill out form, get me to sign off, then see Mr. Holly so he can sign off, then see the nurse so that she can sign off, see cafeteria staff if lunch will need to be provided to the students)</li> <li>• Fire Drill/Containment</li> <li>• Getting a CORI check done for anyone who is not part of the BPS</li> </ul>	<p>crafting ELL Plan with Principal Toledano and LAT members, working to ensure ESL service delivery, ensuring 30-Day Annual notification, ELD Updates, FLEP Monitoring etc are up-to-date</p> <ul style="list-style-type: none"> <li>• SWD and ELL accessibility feature and accommodations updating on Pearson Access as well as collaboration with SWD educators to plan and implement during Illuminate and MCAS state testing across subject areas</li> <li>• Design and update weekly <i>Tobin K-8 Highlights</i> to communicate instructional resources, district/state requirements, ASPEN SIS support, showcase student performance and communicate opportunities to build on Student agency and BPS Essentials</li> <li>• BPS Progress Reporting K0-5, ASPEN Progress Reporting 6-8 and Term/Semester Gradebook communication and ASPEN K-8 technical support</li> <li>• Sustain operational reliability via Tobink8.org web platform available for desktop/mobile including the wePlan, Tobin Handbook, Evaluation splash, Illuminate support, MCAS 2.0 training and instructional support</li> <li>• Assessment coordinator for ACCESS, DIBELS/TRC, MCAS 2.0, NAEP, TerraNova, WIDA W-APT, WIDA Model including, test training, scheduling, and state accountability and reporting</li> </ul> <p><b>Management &amp; Operations:</b></p> <ul style="list-style-type: none"> <li>• Design and update weekly <i>Tobin K-8 Highlights</i> to support communication of school and academy level planning and</li> </ul>	<ul style="list-style-type: none"> <li>• Organization and oversight of school based counseling referrals with partners from The Home for Little Wanderers and Arbour Counseling Services.</li> <li>• Managing and organization of partnerships with Big Brother and Big Sister including student recruitment, application management, and MATCH Support.</li> <li>• Supporting school Admin in Succeed Boston (Saturday Civil Rights Class, Fire Sense Safety Class) referrals i.e. paperwork, follow-up and student intake processing.</li> </ul> <p><b>Family &amp; Community Engagement:</b></p> <ul style="list-style-type: none"> <li>• Parent and Family Engagement including outreach to families and organization of yearly School Site Council parent elections.</li> <li>• Organization of yearly School Parent Council elections, bi-weekly meetings, agendas, meeting minutes, and planning and execution of student and family engagement events. Also managing and maintaining the SPC Facebook Page.</li> <li>• HERN (Homeless Education Resource Network) School Based Representative, providing support and knowledge to families in need of housing/shelter resources, as well as food and clothing.</li> <li>• Managing of ongoing partnership with Sociedad Latina's STEAM TEAM Middle School Program, and Site Coordinator for STEAM TEAM's After School &amp; Beyond Summer Programming.</li> </ul>
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	<p>organization across Academies and with school partners including City-Year, BBTE, Play-works, Tutors for All etc.</p> <ul style="list-style-type: none"> <li>• Update Master Schedule for all Tobin K-8 students on ASPEN with Educator support to sustain accurate information for educators and families in different ways</li> <li>• Sustain operational reliability via Tobink8.org web platform via Tobin online Handbook, Climate plan, Awards page, Evaluation page, MCAS page etc...</li> <li>• Design, write, <i>refine</i> (with feedback from Principal Toledano, CFC Kinney, Coach D, Lunch service staff and educators) school level protocols, systems, procedures aligned with SUPT Memoranda and BPS policy for <i>Attendance, Arrival, Fire, Containment, Dismissal, Field-trips, etc</i></li> <li>• Leverage support from BPS Facilities departments for repairs, cleaning, heating</li> </ul> <p><b>Family &amp; Community Engagement:</b></p> <ul style="list-style-type: none"> <li>• Serve as the school registrar welcoming and providing orientation with families, confirming transportation options/services and ASPEN entry functions</li> <li>• Proactively listen to students, debrief incidents, conduct investigations, call families and collaborate with CFC to support mediation with students and families</li> <li>• Planning and logistical support for School Parent Council and BBTE events including Field Day, Talent Show, Food Pantry</li> <li>• Update School Master Calendar inclusive of local, school, community events, all districts and state assessments and partnership</li> </ul>	<p><b>Professional Culture:</b></p> <ul style="list-style-type: none"> <li>• Managing of transportation incident reporting, parent outreach, bus driver and transportation mediation, and student consequence documentation for all morning and afternoon buses.</li> <li>• Supervision of Café and Recess time with administrative accountability.</li> </ul>
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	<p>scheduling including ForsythKids, Caps for Kids, ISEE/AWC programming, Foundations Coaching, Science from Scientists visits etc.</p> <ul style="list-style-type: none"> <li>• Sustain positive school outreach and communication via Twitter hashtag @tobink8 for student families and partnership</li> <li>• Support student families with transportation assignments, sibling waivers and MBTA “S” and “M7” cards. Provide weekly transportation updates for Tobin staff including bus changes, provisioning and updating bus rosters that reflect district changes and family residence</li> <li>• Summer Programming Enrollment with district departments, school partners, and school educators, to enroll students in summer programming K2-8</li> </ul> <p><b>Professional Culture:</b></p> <ul style="list-style-type: none"> <li>• Supervise daily attendance, follow-up on Attendance Supervisor Information Forms, communication with BPS Attendance officer and parents K-8</li> <li>• Maintain a BPS Google Drive system to support <i>CPT</i> planning, agenda setting, action steps and communication within and across Academies K-8</li> <li>• Key Cards for Tobin Staff and partners</li> <li>• Accounting with BPS Food and Nutrition Service personnel and Tobin Cafeteria Staff (Manager/Lunch staff) to support compliance with healthy food service program, coordination of lunches on testing days and support of healthy/safe behaviors</li> </ul>	
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*\*\*\*Efrain Toledano will have the final approval on all items listed. Items must be communicated via the proper administrator for Principal approval*