

Job-Embedded Professional Development for EEP – Designed
Leadership and Unit Meetings – ‘STRIVE FOR 5’

INFORMATION: The Unit Meeting and the Leadership Team meetings provide job-embedded professional development that are essential elements in the improvement of teacher effectiveness on each individual campus if **IMPLEMENTED EFFECTIVELY!**

BACKGROUND: During the past six years, EEP staff has used the Unit Meeting Rubric and the Leadership Team Meeting Rubric during their observations of the Unit Meetings and the Leadership Team Meetings to take notes, suggest improvements, and plan for Professional Development Academies. These rubric use the same scoring system as the Teacher Observation Rubric:

(5) Expert

(3) Career

(1) Novice

UPDATES: To better support EEP campuses going forward, EEP staff will begin confirming the proper implementation of EEP during these meetings, by observing and scoring every meeting observed. If the score in any of the scoring categories falls below a “level three”, it will be mandatory that EEP Staff provide “**INTERVENTION SUPPORT**” to include modeling a Unit or Leadership Team meeting to demonstrate how to ensure the meetings effectively move the campus leadership towards a higher level of effectiveness. More effectiveness is achieved when the meetings content and facilitation lead to more effective educators who in turn assist students achieved improved academic performances.

Leadership Unit Meeting Rubric

Attendance
Promptness
Norms
Agenda
Action Items
Closing the Loop

Unit Meeting Rubric

Attendance
Promptness
Norms
Review Need
Learn/Facilitate
Career Teacher Understanding
Develop/Plan
Schedule

EXPECTED RESULTS: All EEP campuses will be able to implement leadership and unit meetings that achieve the goal of enabling all educators to become more effective educator thus leading to greater student academic achievements.