School Improvement Team By-Laws

Description: The School Improvement Team (SIT) builds teacher and leadership capacity and drives a culture of learning at the school. The SIT forms an integral part of the leadership structure of a school, undertaking the crucial role of developing, overseeing, and evaluating the effectiveness and impact of the School Improvement Plan (SIP) each year. It has a responsibility for leading the strategic planning process, providing clear and achievable goals and targets. The SIT supports the school leadership team to build teacher and leadership capacity and strengthens the culture of learning at the school; the school review process underlines this responsibility.

The SIT actively engages and focuses the school and its community in a shared purpose for improvement through their dedication to improving student outcomes. Members of the SIT may be called upon to assist in the preparation of the pre-review self-evaluation SIP. They may, for example,

* Be called to lead or support staff in the collection and analysis of data and evidence
* Request collection of student responses and data or lead student, staff, or parent forums

Purpose: To review student achievement and school climate results to monitor and update a School Improvement Plan.

Responsibilities:

* Collect and analyze achievement data
* Set priorities for improvement
* Facilitate the development of the School Improvement Plan, including the safe school plan, and suggest strategies for achieving each goal
* Assume a leadership role in implementing the school Improvement Plan throughout the building.
* Monitor, assess, and amend the School Improvement Plan
* Facilitate communication and involvement with the community
* Provide instructional leadership and direction for staff development
* Provide training for the SLT
* Ensure the school meets accreditation standards as defined by QAR
* Assist with school budget and department needs
* Serve as a sounding board for ideas generated by administration and staff
* Deeply engage with the school’s FAM-S and SIP
* Support the principal in their role of leading the school along the self-improvement journey
* Promote and support the view that rigorous self-evaluation by the school can lead to sustainable school improvement
* Work with District HR should a new principal hire be required
* Make decisions on major, policy-level issues that impact the school’s philosophy, programs, personnel, and students

Tasks:

* Set and post meeting schedules
* Communicate agendas prior to meeting date
* Keep minutes and post

Team Composition: (Members serve 2-year terms)

* Principal (voting)
* Assistant Principals (one voting)
* Office Staff (voting)
* Counselor (voting)
* Curriculum Facilitator (voting)
* Teachers: One voting representative from each department and 3 at-large representatives elected by secret ballot vote (all voting)
* Instructional Support Staff: Elected by secret ballot vote (one voting)
* Teacher assistants: One member elected by secret ballot vote (voting)
* Parents: At least two but no more than three elected from PTSA (all voting)
* Student Representative: One student (non-voting) preferably from Student Council

Team Roles:

* SIT Chair: Works with principal to develop the meeting agenda and lead the SIT meetings
* Secretary: Keep and distribute the minutes from each SIT meeting as well as update IndiStar
* Key Indicator Leaders: Works with principal to facilitate growth in key indicators
* Timekeeper: Keeps the group aware of time constraints and deadlines and makes sure meetings start and end on time
* Wildcard: Assumes the role of any missing member and fills in whenever needed