

SCHOOL DISTRICT OF RHINELANDER

Leadership/Educational Opportunities (LEO) for Professional Employees

LEO Definition

Professional employees will be offered the opportunity to become instructional leaders within the School District of Rhineland. This opportunity will be offered to any instructional staff member based on acceptance of a proposal and an approval process.

LEO Process

Each year, employees will have the opportunity to submit LEO proposals. For the 2016-17 school year, proposals will be due no later than October 1, 2016. For the 2017-2018 and following years, proposals will be due by May 30th of the previous year (summer and semester 1 implementation) and October 31st (second semester implementation).

The attached 'LEO Activity Proposal Form' has been developed for staff members to complete and submit for their intended LEO activity. The proposal will require approval by the LEO Committee, which would take place following the proposal due dates. The LEO Committee will consist of two (2) administrators, two (2) professional employees, and the Superintendent of Schools. The Superintendent will have final approval. A checklist (see attached) will be used in the LEO Committee review process. Proposals that are not approved will be returned to the employee, along with a copy of the LEO Committee's checklist and any additional written feedback.

The LEO must be directly linked to the employee's school building or the District's academic achievement initiatives, and must be data driven. A pre-approved LEO that is successfully implemented over the course of the school year will result in a stipend that will be paid to the employee following the successful completion of the activity. The stipend can be divided into planning and implementation portions. The stipend will not be added to the employee's base salary. Each LEO will be supervised by a district administrator. Activities covered under Appendix A, Extra Activities Pay Schedule, and Appendix B, Additional Activity Rates, of the Professional Employee Handbook will not be included in the LEOs that would allow for additional compensation. Professional staff members who have successfully completed LEOs will be recognized.

LEO examples include, but may not be limited to:

- ☑ Training on District Initiatives
- ☑ Book Studies
- ☑ Mentoring Trainer / Training
- ☑ Sub Trainer / Training
- ☑ Learning Facilitator
- ☑ Catalyst for Change / Action Research

Funding for stipends (\$10,000-\$15,000) will be available each year. These funds will come from credit payments as teachers retire. If the number of proposals exceeds funding, the needs of the District will be used to prioritize current or upcoming initiatives or District needs. Proposals that address highest priority needs will be selected.



SCHOOL DISTRICT OF RHINELANDER (SDR)
LEADERSHIP/EDUCATIONAL OPPORTUNITIES (LEO) FOR PROFESSIONAL EMPLOYEES
LEO ACTIVITY PROPOSAL FORM

Professional Employee's Name _____ Date _____

Team Members (if applicable) _____

Proposed LEO Activity Name/Title _____

Give a brief description of the proposed LEO activity. _____

Indicate the initiatives that will be addressed with the activity. _____

What are your qualifications for leading this activity (professional development, workshops, conferences, etc.)?

Indicate the anticipated hours for planning and prep. _____

Indicate the anticipated hours of face-to-face time for the activity. _____

Indicate the timeline anticipated for the activity. _____

Indicate the number of sessions necessary to complete the activity. _____

Who will be the target audience? _____

Indicate the approximate number of participants. _____

What process will be used for the activity assessment (i.e. pre/post survey, project completion paper, checklist, rubric, etc.)? _____

Which SDR administrator will be part of the team? _____

Signed _____

LEADERSHIP/EDUCATIONAL OPPORTUNITIES (LEO)

PROPOSED LEO ACTIVITY CHECKLIST FORM

Professional Employee's Name

Proposed LEO Activity Name/Title

LEO Proposal Submission Date

Team Members (if applicable)

	<u>YES</u>	<u>NO</u>	<u>IF NO, EXPLAIN</u>
1. Did the proposal clearly define the LEO activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2. Does the proposal clearly state the initiatives to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Do the initiatives meet the District's expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Do the initiatives meet the building level expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3. Is the employee qualified to lead the proposed activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

What qualifies him/her for this leadership activity?

4. Are the anticipated hours for planning and prep reasonable?

5. Are the anticipated hours for face-to-face time reasonable?

6. Is the timeline for the activity realistic/adequate?

7. Will the number of sessions as indicated allow for the completion of the activity?

8. Is the activity appropriate for the targeted audience?

9. Is the number of participants reasonable?

10. Is the activity assessment process adequate for obtaining required data?

11. Has a suitable administrator been selected as part of the LEO team?

Additional Comments/Feedback

YES

NO

EXPLANATION

LEO Activity Proposal Approved?

LEOs not approved may be re-submitted with revisions, if applicable.

Signed

Date
