

Ritchie Program for School Leaders - Roles and Responsibilities

The purpose of this document is to outline the Ritchie Program's expectations for Mentor Principals, Ritchie Interns, Pathway Program Manager and Ritchie Facilitators. It is our expectation that the mentor principals, senior manager, interns and facilitators will collaborate to achieve rich leadership learning opportunities, effective feedback resulting in improved leadership skill and school improvement.

The following are expectations for the full-time internship:

- Interns are actively involved in all aspects of the principals' work (DPS School Leadership Framework and work with students, staff, teachers, families, community members and resources)
- Interns, Pathway Program Manager and facilitators attend the weekly Ritchie seminar
- Mentors, interns, Pathway Program Manager and facilitators support the development and execution of a leadership project that is based on the leadership needs of the intern and the UIP
- Mentors, interns, Pathway Program Manager and facilitators support the design and development of quarterly projects to advance the mission and goals of the UIP
- Mentors and interns commit to intensive weekly debriefs utilizing data and reflection journal
- Mentors, interns, Pathway Program Manager and facilitators attend the Ritchie Mentor and Intern meetings
- Interns receive honest, open and supportive critical feedback that further develops the intern as an effective DPS principal
- Mentors receive honest, open and supportive critical feedback that further develops the mentor as an effective leadership mentor
- Pathway Program Manager and facilitators receive honest, open and supportive critical feedback for the improvement of the Ritchie Program for School Leaders
- Mentors, interns, Pathway Program Manager and facilitators create a climate of trust and mutual support

Mentor Principals will

- Support the learning needs of the Ritchie Intern
- Prioritize the weekly Ritchie seminars for the intern's attendance
- Allow the intern to learn by making mistakes and offering supportive feedback
- Allow intern to take risks and lead others
- Introduce and define the role of the intern as a principal in training
- Clearly define the role and authority of the intern as he/she participates in the breadth of school responsibilities (not isolated to specific duties)
- Define and support the decision making authority of the intern
- Advocate for the intern and communicate with the Pathway Program Manager and facilitator
- Assess the performance of the intern against the DPS School Leadership Framework – Assistant Principal Evidence Guide and the Survey of Personal and Relational Leadership Skills and monitor progress for the Ritchie Leadership Development Plan (quarterly)
- Provide opportunities for the Ritchie Intern to gain experience in areas of growth as evidenced by the DPS School Leadership Framework review
- Meet with the Pathway Program Manager and intern to review progress on the DPS School Leadership Framework and the Survey of Personal and Relational Leadership Skills and establish goals for the Ritchie Leadership Development Plan (quarterly)
- Meet with the facilitator and intern to review the quarterly projects and provide feedback to the facilitator and intern

Ritchie Interns will

- Support the work of the school and the principal
- Maintain a reflective journal with a minimum of weekly entries
- Fully engage in all program requirements and project work at a high level of quality
- Be punctual, present and engaged at school and course-related events
- Take responsibility for learning, balance advocacy and inquiry, and own leadership learning
- Articulate needs and collaborate with mentor and facilitator to differentiate project work
- Meet with the facilitator and mentor to review the quarterly projects and provide feedback to the facilitator and intern
- Self-assess their performance against the DPS School Leadership Framework – Assistant Principal Evidence Guide and the Survey of Personal and Relational Leadership Skills (quarterly)
- Seek the assessment of their performance against the DPS School Leadership Framework and the Survey of Personal and Relational Leadership Skills by colleagues/teachers/parents as appropriate
- Meet with the Pathway Program Manager and mentor to review progress on the DPS School Leadership Framework – Assistant Principal Evidence Guide and the Survey of Personal and Relational Leadership Skills and establish goals for and monitor progress on the Ritchie Leadership Development Plan (quarterly)

Ritchie Facilitators will

- Review reflections on journals (monthly)
- Co-design weekly seminars and learning activities
- Actively contribute to planning meetings and co-facilitate class meetings
- Meet with the mentor and intern to discuss projects and leadership opportunities and learning (quarterly)
- Critically analyze, provide narrative feedback and evaluate all projects against rubrics for content, critical thinking and communication
- Facilitate the analysis of a 360° feedback about performance against the DPS School Leadership Framework – Assistant Principal Evidence Guide and the Survey of Personal and Relational Skills (quarterly)

Pathway Program Manager will

- Co-design weekly seminars and learning activities
- Actively contribute to planning meetings and co-facilitate class meetings
- Meet with mentor and intern to discuss progress on the DPS School Leadership Framework – Assistant Principal Evidence Guide and the Survey of Personal and Relational Skills, establish goals for and monitor progress on the Ritchie Leadership Development Plan (quarterly)
- Meet on site with each intern to observe the intern engaging others in the work of the school (quarterly)

Agreement and Signatures

Ritchie Intern

As an ELSS Intern, I agree to the expectations outlined in this MOU in order to achieve the DPS goal to develop high quality leaders for DPS students and schools during the 2015-16 school year.

Ritchie Intern Signature

Date

Ritchie Mentor

As an ELSS Intern, I agree to the expectations outlined in this MOU in order to achieve the DPS goal to develop high quality leaders for DPS students and schools during the 2015-16 school year.

Ritchie Mentor Signature

Date

Ritchie Facilitator

As an ELSS Intern, I agree to the expectations outlined in this MOU in order to achieve the DPS goal to develop high quality leaders for DPS students and schools during the 2015-16 school year.

Ritchie Facilitator Signature

Date

Lead in Denver Senior Program Manager

As an ELSS Intern, I agree to the expectations outlined in this MOU in order to achieve the DPS goal to develop high quality leaders for DPS students and schools during the 2015-16 school year.

Lead in Denver Senior Program Manager Signature

Date