

DOINGWHATWORKS



SAMPLE MATERIAL

New School Intensive Scope and Sequence

Young Scholars' Academy for Discovery and Exploration, New York

Topic: Turning Around Chronically Low-Performing Schools

Practice: Quick Wins

The New School Intensive, which is a collaboration between the NYC Leadership Academy and the NYC Department of Education, is a training series that provides principals of new and restructured schools with an increased understanding of the step-by-step process of preparing their school to open.

This Scope & Sequence lays out the topics for each training session—beginning with communicating the new school’s vision to staff and the community and continuing through hiring staff, building a culture of learning, and aligning the mission with operations—and the timeline of implementation steps principals are expected to complete.

New School Intensive V

Scope & Sequence, January 20089

LOCATION	SESSION FOCUS	IMPLEMENTATION STEPS
Wed Jan 30 5:00-8:00 Court Square	Introduction to NSI Communicating with the vision of the new school	Prepare materials for student recruitment
Wed Feb 6 5:00-8:00 Court Square	Sharing Space: Managing Relationships with other Principals Meet the Borough Enrollment Directors	Attend fairs, community meetings, meet guidance counselors, parent coordinators, etc. Prepare for initial school entry
Wed Feb 13 9:00-6:00 Pace Conference Center	Full Day Retreat Leadership and Team Building Overview of the Hiring Process Meet the HR Managers SSO Selection Begins: Meet the SSO CEOs	Outline steps in the Hiring Process Meet Human Resources Managers Write Hiring Criteria: Due: Feb 20
Wed Feb 25 5:00-8:00 Court Square	Vision to Reality: Mapping the Next Six Months Toward School Opening	Create a calendar of tasks towards school opening Due: March 3
Fri Feb 29 – March 1 Westchester Renaissance	Leadership and the New School Journey (overnight Retreat)	Develop plan for leadership & team building
Wed Mar 5 5:00-8:00 Court Square	Staffing Plans & Hiring Criteria Interview Protocols	Design Staffing Plan Develop calendar and interview protocol for Hiring Committees
Wed March 12 5:00-8:00 Court Square	Share Space: Building Council Protocols	Review Building Council Toolkit
Wed March 19 5:00-8:00 Court Square	Adult Learning & Institution Building: Potentials and Pitfalls of First Year PD	Develop strategies for empowering teams & building a culture of learning
Wed March 26 5:00-8:00 Court Square	Building a Culture of Continuous Learning: Developing Systems of Assessment	Develop strategies for using data Introduction to QU rubric & ARIS
Wed Apr 2 5:00-8:00 Court Square	Curriculum & Instruction: Teacher Teams and Student Support	Develop strategies for meeting the needs of all learners
Wed Apr 9 5:00-8:00 Court Square	Budget & Purchasing: Aligning Mission with Operations Meet the Budget Liaisons	Develop school budget Schedule Galaxy, FAMIS Portal trainings
Wed Apr 16 5:00-8:00 Court Square	Building a New School Culture: Advisory & Student Support	Develop student handbook and youth development strategies
Wed Apr 30 5:00-8:00 Court Square	Presenting your Summer PD Plans	Summer PD plans due
Wed May 14 5:00-8:00 Court Square	TBD	

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June, July & August TBD	Targeted Trainings: Ongoing Leadership & School Development Support	Topics to Include: Leadership & Team Building, Observation and Assessment, Developing Protocols, School Safety, Transportation, Food Services, Attendance Procedures, Special Education & ELL Reporting, etc.
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****School visits will be scheduled between April and May**

Directions to Court Square

45-18 Court Square
2nd Floor
Long Island City, NY 11101

For door to door directions visit, www.yahoo.com

Train Directions:
E/V Train to 23rd Street/Ely Ave
G Train to Court Square Station
7 Train to Courthouse Square/45 Road