Professional Association of Georgia Educators

2009 Summer Conference

June 19-21, 2009

Crowne Plaza® Atlanta-Ravinia

Collaboration with Purpose
EDUCATIONAL MANAGEMENT SYSTEM

Jill Potts Ashworth
Lenny Hernandez
Jill Potts Ashworth

• Educator for twenty years - principal, assistant principal, and classroom teacher

• Master of Early Childhood Education, Specialist in Educational Leadership

• Trained in Professional Learning Communities, Whole Faculty Study Groups, and Cognitive Coaching

• Currently owner of a learning center and educational consulting business in Cumming, Georgia

Lenny Hernandez

• High School math teacher

• Comptroller for a manufacturing company

• Manager for Florida Power & Light

• Facilitator for Quality Improvement Program at FP&L; a member of FP&L’s Deming award-winning team

• Founded a learning center in 1998 in Miami Lakes, Florida that continues to operate successfully under new owners

• Currently owner of a learning center and educational consulting business in Cumming, Georgia

Professional Association of Georgia Educators
Full Potential’s **Educational Management System** trains principals, team leaders, and teachers in the applied management process and the Plan-Do-Check-Act cycle and integrates them into the professional learning community structure.
The fundamental purpose of school is learning, not teaching. The emphasis on learning leads educators to focus their efforts on three critical questions:

1. What is it we want the students to learn?

2. How will we know when each student has acquired the intended knowledge and skills?

3. How will we respond when students don’t learn?

(DuFour, DuFour, Eaker, Karhanek, 2004)
EDUCATIONAL MANAGEMENT SYSTEM

What is it?

1. Professional Learning Community Teams
2. Applied Management Process
3. Plan-Do-Check-Act Cycle

Professional Association of Georgia Educators
1. Professional Learning Community Teams

Share and disseminate information; discuss and clarify state standards

Create curriculum guides; develop common assessments based on state standards

Plan instruction

Administer common assessments; analyze data

Use data to provide targeted assistance for students who need support

Professional Association of Georgia Educators
2. Applied Management Process

PLAN: Create a two-year plan with timeline and specific action items

ORGANIZE: Create an organizational chart with clearly defined roles and responsibilities of staff; create a structure for teams and team leaders

STAFF: Create criteria for interviewing and hiring personnel; train new and existing personnel

LEAD: Work with leaders on how to motivate others to get the job done, maintain morale, and establish a healthy organizational climate

CONTROL: Monitor progress through evaluation of bi-quarterly common assessment data and attendance at weekly team meetings

*Professional Association of Georgia Educators*
3. The **PLAN, DO, CHECK, ACT** Cycle

**PLAN**
Plan instruction

**DO**
Teach content

**CHECK**
Administer and evaluate common assessments

**ACT**
Replicate effective instructional strategies; identify areas of weakness

---

**PLAN**
Develop countermeasures to address the identified weak areas

**DO**
Implement countermeasures to address the identified weak areas

**CHECK**
Track results to monitor effectiveness of countermeasures

**ACT**
Replicate effective countermeasures

*Professional Association of Georgia Educators*
TWO YEAR PLAN FOR GRADE LEVEL AND SCHOOL LEADERSHIP TEAMS, Year 1

GRADE LEVEL TEAMS
- Establish team norms and identify lead teachers in each subject
- Discuss and interpret GPS; create GPS curriculum guides
- Develop bi-quarterly common assessments in each subject
- Create standards-based units
- Establish minimum requirements for entering grade students along with common grading criteria
- Develop a pyramid of interventions to identify steps to take for students who are not meeting academic standards (RTI)
- Set grade level goals for upcoming year

LEADERSHIP TEAM
- Establish team norms
- Ensure adequate team and individual planning time in the schedule
- Facilitate the development of school mission, vision, and guiding principles
- Create customer satisfaction survey for teachers, parents, and students
- Coordinate professional development
- Plan staff training in Educational Management System
- Ensure proper resource allocation
- Set school wide goals for upcoming year

Professional Association of Georgia Educators
TWO YEAR PLAN FOR GRADE LEVEL AND SCHOOL LEADERSHIP TEAMS, Year 2

GRADE LEVEL TEAMS

• Review team norms

• Analyze bi-quarterly assessment data for each classroom and each grade level

• Identify students in need of support and use the pyramid of interventions to determine support strategy

• Evaluate data to identify most effective teaching practices; replicate those practices

• Identify areas of weakness in each grade level; develop and implement countermeasures to address those areas

• Monitor effectiveness of countermeasures; replicate those that are most effective

• Set grade level goals for upcoming year

LEADERSHIP TEAM

• Review team norms

• Ensure adequate team and individual planning time

• Review mission, vision, and guiding principles

• Administer customer satisfaction surveys; analyze results and take appropriate action

• Recognize effective teachers and hard working students

• Continue staff training in Educational Management System

• Coordinate professional development

• Ensure proper resource allocation

• Set school wide goals for upcoming year

*Professional Association of Georgia Educators*