**Pasco County Schools** 

### Charles S. Rushe Middle School



2020-21 Schoolwide Improvement Plan

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### **Charles S. Rushe Middle School**

18654 MENTMORE BLVD, Land O Lakes, FL 34638

https://crsms.pasco.k12.fl.us

### **Demographics**

Principal: David Salerno A

Start Date for this Principal: 2/13/2011

2019-20 Status (per MSID File)	Active
School Type and Grades Served (per MSID File)	Middle School 6-8
Primary Service Type (per MSID File)	K-12 General Education
2019-20 Title I School	No
2019-20 Economically Disadvantaged (FRL) Rate (as reported on Survey 3)	28%
2019-20 ESSA Subgroups Represented (subgroups with 10 or more students) (subgroups below the federal threshold are identified with an asterisk)	Students With Disabilities* English Language Learners Asian Students Black/African American Students Hispanic Students Multiracial Students White Students Economically Disadvantaged Students
School Grades History	2018-19: A (69%) 2017-18: A (64%) 2016-17: A (63%) 2015-16: A (62%)
2019-20 School Improvement (SI) Info	ormation*
SI Region	Central
Regional Executive Director	Lucinda Thompson
Turnaround Option/Cycle	N/A
Year	
Support Tier	
ESSA Status	TS&I

\* As defined under Rule 6A-1.099811, Florida Administrative Code. For more information, click here.

### **School Board Approval**

This plan is pending approval by the Pasco County School Board.

### **SIP Authority**

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a Schoolwide Improvement Plan (SIP) for each school in the district that has a school grade of D or F. This plan is also a requirement for Targeted Support and Improvement (TS&I) and Comprehensive Support and Improvement (CS&I) schools pursuant to 1008.33 F.S. and the Every Student Succeeds Act (ESSA).

To be designated as TS&I, a school must have one or more ESSA subgroup(s) with a Federal Index below 41%. This plan shall be approved by the district. There are three ways a school can be designated as CS&I:

- 1. have a school grade of D or F
- 2. have a graduation rate of 67% or lower
- 3. have an overall Federal Index below 41%.

For these schools, the SIP shall be approved by the district as well as the Bureau of School Improvement.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F, or a graduation rate 67% or less. Districts may opt to require a SIP using a template of its choosing for schools that do not fit the aforementioned conditions. This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <a href="https://www.floridacims.org">www.floridacims.org</a>.

### **Purpose and Outline of the SIP**

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Florida Department of Education encourages schools to use the SIP as a "living document" by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the "Date Modified" listed in the footer.

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### Charles S. Rushe Middle School

18654 MENTMORE BLVD, Land O Lakes, FL 34638

https://crsms.pasco.k12.fl.us

### **School Demographics**

School Type and Gi (per MSID		2019-20 Title I School	Disadvant	Economically taged (FRL) Rate ted on Survey 3)						
Middle Sch 6-8	nool	No		25%						
Primary Servio		Charter School	(Reporte	Minority Rate ed as Non-white Survey 2)						
K-12 General E	ducation		38%							
School Grades History										
Year	2019-20	2018-19	2017-18	2016-17						
Grade	А	Α	Α	А						

### **School Board Approval**

This plan is pending approval by the Pasco County School Board.

### **SIP Authority**

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing. This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <a href="https://www.floridaCIMS.org">https://www.floridaCIMS.org</a>.

### **Purpose and Outline of the SIP**

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Florida Department of Education encourages schools to use the SIP as a "living document" by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the "Date Modified" listed in the footer.

### **Part I: School Information**

### **School Mission and Vision**

### Provide the school's mission statement.

Charles S. Rushe Middle School will provide a positive, safe environment that promotes literacy throughout the curriculum to prepare all students to be lifelong learners in a global community.

### Provide the school's vision statement.

All students will achieve success in college, career, and life.

### School Leadership Team

### Membership

Identify the name, email address, position title, and job duties/responsibilities for each member of the school leadership team.:

### Name

### Title

### **Job Duties and Responsibilities**

### DISTRICT SCHOOL BOARD OF PASCO COUNTY JOB DESCRIPTION

### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification as School Principal or Professional School Principal.
- (3) Minimum of two years administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Skill to motivate students and teachers. Effective

communication skills (written and oral). Computer skills. Ability to organize, prioritize, and manage time well. Good listening skills. Ability to manage large groups, including appropriate means of crowd control. High level of stamina. Demonstrated proactive orientation. Knowledge of test analyses and the application of analyses to curriculum development. Ability to prepare and manage the school's budget and allocated resources. Ability to meet extended responsibilities and the regular school day. Ability to access all areas of the school and grounds.

**REPORTS TO:** 

Administrative Assistant for Elementary and Middle Schools JOB GOAL

To provide the leadership and vision necessary to create a atmosphere conducive

to student learning at the highest possible level appropriate to age group, and to

Salerno, David

Principal

assume responsibility for all aspects of the school's operation.

SUPERVISES:

All School-based Personnel.

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- \* (1) Establish, implement , and assess the instructional program at the assigned school.
- \* (2) Interview and select qualified personnel to be recommended for employment.
- \* (3) Conduct performance appraisals and make reappointment recommendations for school personnel.
- \* (4) Implement and administer negotiated employee contracts at the school site.
- \* (5) Coordinate the school food service program at the assigned school, including guidance, drop-out prevention, health services, attendance and related areas.

PRINCIPAL, MIDDLE SCHOOL

PRINCIPAL, MIDDLE SCHOOL (Continued)

- \* (6) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
- \* (7) Supervise the implementation of the school's student services plan, including guidance, drop-out prevention, health services, attendance and related areas.
- \* (8) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.

### **Job Duties and Responsibilities**

### **Proactive Orientation**

- \* (9) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (10)Establish a vision and mission for the school in collaboration with stakeholders.
- \* (11)Be proactive in recognizing and solving school problems.
- \* (12)Anticipate future problems as activities are planned.
- \* (13)Initiate programs and organize resources to carry out the School's Continuous Improvement Plan.

### **Critical Thinking**

- \* (14)Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- \* (15)Facilitate the development of the School's Continuous Improvement Plan.
- \* (16)Access, analyze, interpret, and use data in decision-making.
- \* (17)Develop long-and short-range facility needs at the assigned school.
- \* (18)Coordinate facility and support service requirements.
- \* (19)Coordinate plant safety and facility inspections at the assigned school.
- \* (20)Coordinate all maintenance functions at the assigned school.
- \* (21)Coordinate and supervise transportation services at the assigned school.
- \* (22)Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
- \* (23)Establish and manage student accounting and attendance procedures at the assigned school.
- \* (24)Use technology effectively.

### Managerial

- \* (25)Monitor the progress and provide feedback to stockholders, throughout the year, on the Continuous Improvement Plan goals.
- \* (26)Establish and coordinate procedures for student, teacher parent, and community evaluation of curriculum.
- \* (27)Direct the development of the master schedule and assign teachers according to identified needs.

### PRINCIPAL, MIDDLE SCHOOL (Continued)

- \* (28)Assign and supervise school personnel to special projects for the enhancement of the school.
- \* (29)Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
- \* (30)Manage the operation and all activities and functions which occur at the

### assigned school.

- \* (31)Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
- \* (32)Direct the establishment of adequate property inventory records and ensure the security of school property.
- \* (33)Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
- \* (34)Coordinate the supervision of all extracurricular programs at the

### **Job Duties and Responsibilities**

assigned school.

- \* (35)Manage and supervise the school's athletic and student activity programs, including the selection of club sponsors and coaches, approval of all school-sponsored activities, and maintaining a calendar of all school events.
- \* (36)Delegate responsibilities to appropriate staff members. Continuous Improvement
- \* (37)Promote high student achievement.
- \* (38)Manage and administer personnel development through training inservice and other developmental activities.
- \* (39)Provide training opportunities and feedback to personnel at the assigned school.
- \* (40)Participate in District management meetings and other activities to enhance professional development.
- \* (41)Maintain and model high standards of professional conduct.
- \* (42)Set high goals and standards for self, others, and organization.
- \* (43)Provide recognition and celebration for student, staff and school accomplishments.
- \* (44)Keep abreast of current research, trends, and best practices in middle school education.

### Facilitation

- \* (45)Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
- \* (46)Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (47)Adjust strategies to accommodate unexpected situations.
- \* (48)Understand and utilize collaborative planning strategies.
- \* (49)Involve others in choosing courses of action.
- \* (50)Facilitate problem-solving by groups and individuals.

### Communication

- \* (51)Communicate effectively both orally and in writing with parents, PRINCIPAL, MIDDLE SCHOOL (Continued) students, teachers, and the community.
- \* (52)Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- \* (53)Use effective interpersonal communication skills.
- \* (54) Maintain visibility and accessibility on the school campus.
- \* (55)Attend school-related activities and events.
- \* (56)Write and disseminate newsletters, memos, letters, press releases and other appropriate materials.
- \* (57)Model effective listening and positive interaction skills.

### Constancy of Purpose

- \* (58)Coordinate with District instructional staff in program planning.
- \* (59)Align school initiatives with District, state, and school goals.
- \* (60)Develop positive school/community relations and serve as liaison between the school and community.
- \* (61)Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans,. Mange and administer school functions relating to these items.

### **Job Duties and Responsibilities**

- \* (62)Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- \* (63)Serve as a member of the Superintendent's District-wide Leadership Team.
- \* (64)Provide leadership and direction for developing the best possible learning/teaching environment.
- \* (65)Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (66)Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

\* (67)Establish procedures to be used in the event of school crisis and/or civil

disobedience and provide leadership in the event of such happenings.

- \* (68)Serve as final arbitrator for difficult problems, including student discipline.
- \* (69)Act quickly to stop possible breaches of safety, ineffective procedures, or interference with school operations.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

PRINCIPAL, MIDDLE SCHOOL (Continued)

Length of the work year and hours of employment shall be those established by the District.

Extended hours beyond the regular school day may be frequently required.

**EVALUATION:** 

Performance of this job will be evaluated in accordance with provisions of the

Board's policy on evaluation of personnel.

Job Description Supplement No. 10

\*Essential Performance Responsibilities

Board Action \_\_\_\_\_\_ Approved

Revised \_\_\_\_10/5/04\_\_\_\_\_

# DISTRICT SCHOOL BOARD OF PASCO COUNTY JOB DESCRIPTION QUALIFICATIONS: (1) Master's Degree from an accredited educational institution. Blazys, Assistant Kristy Principal (2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision. (3) Three (3) years classroom teaching experience and/or administrative experience KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of laws, regulations and policies governing education in state

### Name Title **Job Duties and Responsibilities** and county. Knowledge of curriculum and instructional programs and practices appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process. REPORTS TO: Principal JOB GOAL To assist the Principal with administrative and instructional functions to meet educational needs of students and carry out the mission and goals of the school and the District. SUPERVISES: Assigned Instructional, Support, and Service Personnel PERFORMANCE RESPONSIBILITIES: Technical/Professional Knowledge \* (1) Assist in the development, implementation and assessment of the instructional program for all students. \* (2) Assist in the development of the master schedule for student/teacher assignment. \* (3) Assist in coordinating the school's accreditation programs. \* (4) Assist the Principal in appraisal of teachers' and other staff members' performance level. \* (5) Be aware of and supportive of employee negotiated contracts. \* (6) Assist in evaluating guidance services and practices. \* (7) Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/teaching environment. ASSISTANT PRINCIPAL, MIDDLE SCHOOL ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued) \* (8) Oversee the administration of the testing programs at the school. \* (9) Assist in developing and implementing a school-wide attendance plan. **Proactive Orientation** \* (10)Assist the Principal in the selection of school personnel as requested. \* (11)Promote safety procedures and practices. \* (12)Supervise bus loading and unloading. \* (13)Assist in the supervision of all extracurricular activities. \* (13)Assist in the supervision of all extracurricular activities. \* (14)Be proactive in recognizing and solving school concerns and problems. \* (15)Anticipate problems as plans are developed. Critical Thinking \* (16)Use current research, performance data and feedback from teachers, parents, and students to make decisions on program change and/or modification. \* (17)Assist in the development, implementation, and evaluation of the

### Name Title **Job Duties and Responsibilities** School's Continuous Improvement Plan. \* (18)Utilize data effectively in decision-making. \* (19)Assist in assessing staff development needs of school personnel. Managerial \* (20) Assist in providing supervision and oversight for substitute teachers. \* (21)Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials. \* (22)Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials. \* (23)Coordinate facility maintenance, safety records and FISH Reports. \* (24)Monitor school budget as directed by the Principal. \* (25)Assist the Principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements. \* (26)Delegate responsibilities to appropriate staff members. Continuous Improvement \* (27)Provide training opportunities and feedback to school personnel as assigned by the Principal. \* (28)Promote staff development activities with focus on the needs of the staff. \* (29)Be actively involved in programs for professional growth and development. \* (30)Attend District conferences, in-services and workshops to keep current in educational practices. \* (31)Maintain and model high standards of professional conduct. ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued) \* (32)Set high standards and goals for self and others. Facilitation \* (33)Use effective interpersonal skills to guide individuals and groups to task completion. \* (34)Adjust strategies to accommodate unexpected situations. \* (35)Confer with students, parents, and teachers to resolve problems which inhibit learning. \* (36)Assist parents in contacting school and agency support services. Communication \* (37)Communicate effectively with all stakeholders. \* (38)Maintain high visibility and accessibility on the school campus. \* (39)Communicate effectively orally and in writing with a variety of individuals and groups. \* (40)Support and attend school and community functions. Constancy of Purpose \* (41)Assist in the induction program for beginning teachers. \* (42)Assist in the development of positive school/community relations. \* (43)Cooperate and coordinate with all administrators in the school. \* (44)Utilize county staff for problem resolution when appropriate. \* (45)Provide leadership and support for school and District goals and priorities. \* (46)Assist Principal in establishing and implementing procedures to be used in event of school crises and provide leadership in event of such incidents.

Name	Title	Job Duties and Responsibilities
Name	Title	* (47)Serve as a district representative at emergency shelters as determined by the Superintendent.  * (48)Perform other incidental tasks consistent with the goals and objectives of this position.  Decisiveness  * (49)Decide how to met students' needs as they arise.  * (50)Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.  * (51) Deal effectively and appropriately with abuse situations.  * (52)Investigate student accidents and other incidents and take appropriate action.  PHYSICAL REQUIREMENTS:  Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.  ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)  TERMS OF EMPLOYMENT:  Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. Extended hours beyond the regular school day may be frequently required.  EVALUATION:  Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.  Job Description Supplement No. 10  *Essential Performance Responsibilities Board Action  Approved  Revised10/5/04

### DISTRICT SCHOOL BOARD OF PASCO COUNTY JOB DESCRIPTION

### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
- (3) Three (3) years classroom teaching experience and/or administrative experience

### Boehmer, Assistant Rachel Principal

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations and policies governing education in state and

county. Knowledge of curriculum and instructional programs and practices for

appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in

writing. Ability to plan, organize, and prioritize. Ability to use data in the

### **Job Duties and Responsibilities**

decision-making process.

**REPORTS TO:** 

Principal

JOB GOAL

To assist the Principal with administrative and instructional functions to meet the

educational needs of students and carry out the mission and goals of the school and

the District.

SUPERVISES:

Assigned Instructional, Support, and Service Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- \* (1) Assist in the development, implementation and assessment of the instructional program for all students.
- \* (2) Assist in the development of the master schedule for student/teacher assignment.
- \* (3) Assist in coordinating the school's accreditation programs.
- \* (4) Assist the Principal in appraisal of teachers' and other staff members' performance level.
- \* (5) Be aware of and supportive of employee negotiated contracts.
- \* (6) Assist in evaluating guidance services and practices.
- \* (7) Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/teaching environment.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

- \* (8) Oversee the administration of the testing programs at the school.
- \* (9) Assist in developing and implementing a school-wide attendance plan. Proactive Orientation
- \* (10)Assist the Principal in the selection of school personnel as requested.
- \* (11)Promote safety procedures and practices.
- \* (12)Supervise bus loading and unloading.
- \* (13)Assist in the supervision of all extracurricular activities.
- \* (13)Assist in the supervision of all extracurricular activities.
- \* (14)Be proactive in recognizing and solving school concerns and problems.
- \* (15)Anticipate problems as plans are developed.

### Critical Thinking

- \* (16)Use current research, performance data and feedback from teachers, parents, and students to make decisions on program change and/or modification.
- \* (17)Assist in the development, implementation, and evaluation of the School's Continuous Improvement Plan.
- \* (18)Utilize data effectively in decision-making.
- \* (19)Assist in assessing staff development needs of school personnel. Managerial
- \* (20)Assist in providing supervision and oversight for substitute teachers.
- \* (21)Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials.
- \* (22)Assist the Principal in maintaining appropriate inventory records for

### **Job Duties and Responsibilities**

equipment, textbooks and materials.

- \* (23)Coordinate facility maintenance, safety records and FISH Reports.
- \* (24)Monitor school budget as directed by the Principal.
- \* (25)Assist the Principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- \* (26)Delegate responsibilities to appropriate staff members.

Continuous Improvement

- \* (27)Provide training opportunities and feedback to school personnel as assigned by the Principal.
- \* (28)Promote staff development activities with focus on the needs of the staff.
- \* (29)Be actively involved in programs for professional growth and development.
- \* (30)Attend District conferences, in-services and workshops to keep current in educational practices.
- \* (31)Maintain and model high standards of professional conduct.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

\* (32)Set high standards and goals for self and others.

Facilitation

- \* (33)Use effective interpersonal skills to guide individuals and groups to task completion.
- \* (34)Adjust strategies to accommodate unexpected situations.
- \* (35)Confer with students, parents, and teachers to resolve problems which inhibit learning.
- \* (36)Assist parents in contacting school and agency support services. Communication
- \* (37)Communicate effectively with all stakeholders.
- \* (38)Maintain high visibility and accessibility on the school campus.
- \* (39)Communicate effectively orally and in writing with a variety of individuals

and groups.

\* (40)Support and attend school and community functions.

Constancy of Purpose

- \* (41)Assist in the induction program for beginning teachers.
- \* (42)Assist in the development of positive school/community relations.
- \* (43)Cooperate and coordinate with all administrators in the school.
- \* (44)Utilize county staff for problem resolution when appropriate.
- \* (45)Provide leadership and support for school and District goals and priorities.
- \* (46)Assist Principal in establishing and implementing procedures to be used in event of school crises and provide leadership in event of such incidents.
- \* (47)Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (48)Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- \* (49)Decide how to met students' needs as they arise.
- \* (50)Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.

### Name

### Title

### **Job Duties and Responsibilities**

- \* (51) Deal effectively and appropriately with abuse situations.
- \* (52)Investigate student accidents and other incidents and take appropriate action.

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. Extended hours beyond the regular school day may be frequently required.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the

Board's policy on evaluation of personnel.

Job Description Supplement No. 10

\*Essential Performance Responsibilities

Board Action \_\_\_\_\_\_Approved \_\_\_\_\_

Revised 10/5/04

### DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

### QUALIFICATIONS:

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- (2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
- (3) Three (3) years classroom teaching experience and/or administrative experience

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations and policies governing education in state and

county. Knowledge of curriculum and instructional programs and practices

### Middleton, Assistant David Principal

appropriate level. Willingness to learn budgetary and supervisory

responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in

writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process.

**REPORTS TO:** 

Principal

JOB GOAL

To assist the Principal with administrative and instructional functions to meet

educational needs of students and carry out the mission and goals of the school and

### Name Title **Job Duties and Responsibilities** the District. SUPERVISES: Assigned Instructional, Support, and Service Personnel PERFORMANCE RESPONSIBILITIES: Technical/Professional Knowledge \* (1) Assist in the development, implementation and assessment of the instructional program for all students. \* (2) Assist in the development of the master schedule for student/teacher assignment. \* (3) Assist in coordinating the school's accreditation programs. \* (4) Assist the Principal in appraisal of teachers' and other staff members' performance level. \* (5) Be aware of and supportive of employee negotiated contracts. \* (6) Assist in evaluating guidance services and practices. \* (7) Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/teaching environment. ASSISTANT PRINCIPAL, MIDDLE SCHOOL ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued) \* (8) Oversee the administration of the testing programs at the school. \* (9) Assist in developing and implementing a school-wide attendance plan. **Proactive Orientation** \* (10)Assist the Principal in the selection of school personnel as requested. \* (11)Promote safety procedures and practices. \* (12)Supervise bus loading and unloading. \* (13)Assist in the supervision of all extracurricular activities. \* (13)Assist in the supervision of all extracurricular activities. \* (14)Be proactive in recognizing and solving school concerns and problems. \* (15)Anticipate problems as plans are developed. Critical Thinking \* (16)Use current research, performance data and feedback from teachers, parents, and students to make decisions on program change and/or modification. \* (17)Assist in the development, implementation, and evaluation of the School's Continuous Improvement Plan. \* (18)Utilize data effectively in decision-making. \* (19)Assist in assessing staff development needs of school personnel. Managerial \* (20)Assist in providing supervision and oversight for substitute teachers. \* (21)Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials. \* (22)Assist the Principal in maintaining appropriate inventory records for equipment, textbooks and materials. \* (23)Coordinate facility maintenance, safety records and FISH Reports. \* (24)Monitor school budget as directed by the Principal. \* (25)Assist the Principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements. \* (26)Delegate responsibilities to appropriate staff members. Continuous Improvement \* (27)Provide training opportunities and feedback to school personnel as

Name	Title	Job Duties and Responsibilities
		assigned by the Principal.  * (28)Promote staff development activities with focus on the needs of the staff.
		* (29)Be actively involved in programs for professional growth and development.
		* (30)Attend District conferences, in-services and workshops to keep current in educational practices.
		* (31)Maintain and model high standards of professional conduct.
		ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)  * (32)Set high standards and goals for self and others.
		Facilitation * (33)Use effective interpersonal skills to guide individuals and groups to task completion.
		* (34)Adjust strategies to accommodate unexpected situations.  * (35)Confer with students, parents, and teachers to resolve problems which inhibit learning.
		* (36)Assist parents in contacting school and agency support services.  Communication
		* (37)Communicate effectively with all stakeholders.
		<ul> <li>* (38)Maintain high visibility and accessibility on the school campus.</li> <li>* (39)Communicate effectively orally and in writing with a variety of individuals</li> </ul>
		and groups.
		* (40)Support and attend school and community functions.  Constancy of Purpose
		* (41)Assist in the induction program for beginning teachers.
		<ul> <li>* (42)Assist in the development of positive school/community relations.</li> <li>* (43)Cooperate and coordinate with all administrators in the school.</li> </ul>
		<ul> <li>* (44)Utilize county staff for problem resolution when appropriate.</li> <li>* (45)Provide leadership and support for school and District goals and</li> </ul>
		priorities.  * (46)Assist Principal in establishing and implementing procedures to be
		used in event of school crises and provide leadership in event of such incidents.
		* (47)Serve as a district representative at emergency shelters as determined by the Superintendent.
		* (48)Perform other incidental tasks consistent with the goals and objectives of this position.
		Decisiveness * (49)Decide how to met students' needs as they arise.
		* (50)Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
		* (51) Deal effectively and appropriately with abuse situations.  * (52)Investigate student accidents and other incidents and take appropriate
		action.  PHYSICAL REQUIREMENTS:
		Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to
		20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
		ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

Name	Title	Job Duties and Responsibilities
		TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. Extended hours beyond the regular school day may be frequently required.  EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.  Job Description Supplement No. 10  *Essential Performance Responsibilities Board Action  Approved  Revised10/5/04

### **Demographic Information**

### Principal start date

Sunday 2/13/2011, David Salerno A

Number of teachers with a 2019 3-year aggregate or a 1-year Algebra state VAM rating of Highly Effective. Note: For UniSIG Supplemental Teacher Allocation, teachers must have at least 10 student assessments.

7

Number of teachers with a 2019 3-year aggregate or a 1-year Algebra state VAM rating of Effective. Note: For UniSIG Supplemental Teacher Allocation, teachers must have at least 10 student assessments.

10

Total number of teacher positions allocated to the school

63

### **Demographic Data**

2020-21 Status (per MSID File)	Active
School Type and Grades Served (per MSID File)	Middle School 6-8
Primary Service Type (per MSID File)	K-12 General Education
2019-20 Title I School	No
2019-20 Economically Disadvantaged (FRL) Rate (as reported on Survey 3)	28%

2019-20 ESSA Subgroups Represented (subgroups with 10 or more students) (subgroups below the federal threshold are identified with an asterisk)	Students With Disabilities* English Language Learners Asian Students Black/African American Students Hispanic Students Multiracial Students White Students Economically Disadvantaged Students
	2018-19: A (69%)
	2017-18: A (64%)
School Grades History	2016-17: A (63%)
	2015-16: A (62%)
2019-20 School Improvement (SI) In	formation*
SI Region	Central
Regional Executive Director	Lucinda Thompson
Turnaround Option/Cycle	N/A
Year	
Support Tier	
ESSA Status	TS&I
* As defined under Rule 6A-1.099811, Florida Administrative Cod	de. For more information, click here.

### **Early Warning Systems**

### **Current Year**

### The number of students by grade level that exhibit each early warning indicator listed:

Indicator			Grade Level												
mulcator		1	2	3	4	5	6	7	8	9	10	11	12	Total	
Number of students enrolled	0	0	0	0	0	0	462	429	443	0	0	0	0	1334	
Attendance below 90 percent	0	0	0	0	0	0	18	5	13	0	0	0	0	36	
One or more suspensions	0	0	0	0	0	0	1	26	16	0	0	0	0	43	
Course failure in ELA	0	0	0	0	0	0	1	4	12	0	0	0	0	17	
Course failure in Math	0	0	0	0	0	0	10	11	16	0	0	0	0	37	
Level 1 on 2019 statewide ELA assessment	0	0	0	0	0	0	44	71	60	0	0	0	0	175	
Level 1 on 2019 statewide Math assessment	0	0	0	0	0	0	36	43	34	0	0	0	0	113	

### The number of students with two or more early warning indicators:

Indicator		Grade Level												
Indicator	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Students with two or more indicators	0	0	0	0	0	0	14	18	25	0	0	0	0	57

### The number of students identified as retainees:

Indicator		Grade Level													
		1	2	3	4	5	6	7	8	9	10	11	12	Total	
Retained Students: Current Year	0	0	0	0	0	0	0	0	3	0	0	0	0	3	
Students retained two or more times	0	0	0	0	0	0	0	0	0	0	0	0	0		

### Date this data was collected or last updated

Monday 9/14/2020

### Prior Year - As Reported

### The number of students by grade level that exhibit each early warning indicator:

Indicator							Grad	de Lev	/el					Total
indicator	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Number of students enrolled	0	0	0	0	0	0	449	417	452	0	0	0	0	1318
Attendance below 90 percent	0	0	0	0	0	0	18	19	36	0	0	0	0	73
One or more suspensions	0	0	0	0	0	0	6	29	57	0	0	0	0	92
Course failure in ELA or Math	0	0	0	0	0	0	20	30	39	0	0	0	0	89
Level 1 on statewide assessment	0	0	0	0	0	0	47	60	80	0	0	0	0	187

### The number of students with two or more early warning indicators:

Indicator						(	Grad	e Le	vel					Total
indicator	K	1	2	3	4	5	6	7	8	9	10	11	12	TOtal
Students with two or more indicators	0	0	0	0	0	0	22	30	50	0	0	0	0	102

### The number of students identified as retainees:

Indicator						Gr	ade	e Le	evel					Total
Indicator	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Retained Students: Current Year	0	0	0	0	0	0	0	0	7	0	0	0	0	7
Students retained two or more times	0	0	0	0	0	0	0	0	0	0	0	0	0	

### **Prior Year - Updated**

### The number of students by grade level that exhibit each early warning indicator:

Indicator							Grad	de Lev	⁄el					Total
indicator	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Number of students enrolled	0	0	0	0	0	0	449	417	452	0	0	0	0	1318
Attendance below 90 percent	0	0	0	0	0	0	18	19	36	0	0	0	0	73
One or more suspensions	0	0	0	0	0	0	6	29	57	0	0	0	0	92
Course failure in ELA or Math	0	0	0	0	0	0	20	30	39	0	0	0	0	89
Level 1 on statewide assessment	0	0	0	0	0	0	47	60	80	0	0	0	0	187

### The number of students with two or more early warning indicators:

Indicator						(	Grad	e Le	vel					Total
indicator	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Students with two or more indicators	0	0	0	0	0	0	22	30	50	0	0	0	0	102

### The number of students identified as retainees:

In dia stan						Gr	ade	e Le	vel					Total
Indicator	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Retained Students: Current Year	0	0	0	0	0	0	0	0	7	0	0	0	0	7
Students retained two or more times	0	0	0	0	0	0	0	0	0	0	0	0	0	

### Part II: Needs Assessment/Analysis

### **School Data**

Please note that the district and state averages shown here represent the averages for similar school types (elementary, middle, high school, or combination schools).

School Grade Component		2019			2018	
School Grade Component	School	District	State	School	District	State
ELA Achievement	70%	52%	54%	66%	50%	52%
ELA Learning Gains	62%	55%	54%	57%	52%	54%
ELA Lowest 25th Percentile	47%	47%	47%	40%	40%	44%
Math Achievement	78%	60%	58%	73%	53%	56%
Math Learning Gains	73%	61%	57%	72%	58%	57%
Math Lowest 25th Percentile	68%	52%	51%	58%	48%	50%
Science Achievement	70%	52%	51%	58%	45%	50%
Social Studies Achievement	83%	68%	72%	81%	70%	70%

EW:	S Indicators as In	put Earlier in th	e Survey	
Indicator	Grade L	evel (prior year re	eported)	Total
indicator	6	7	8	Total
	(0)	(0)	(0)	0 (0)

### **Grade Level Data**

NOTE: This data is raw data and includes ALL students who tested at the school. This is not school grade data.

			ELA			
Grade	Year	School	District	School- District Comparison	State	School- State Comparison
06	2019	72%	56%	16%	54%	18%
	2018	69%	51%	18%	52%	17%
Same Grade C	omparison	3%				
Cohort Com	parison					
07	2019	65%	51%	14%	52%	13%
	2018	65%	51%	14%	51%	14%
Same Grade C	omparison	0%				
Cohort Com	parison	-4%				
08	2019	68%	58%	10%	56%	12%
	2018	67%	58%	9%	58%	9%
Same Grade C	omparison	1%			<b>.</b>	
Cohort Com	parison	3%				

			MATH			
Grade	Year	School	District	School- District Comparison	State	School- State Comparison
06	2019	72%	59%	13%	55%	17%
	2018	65%	53%	12%	52%	13%
Same Grade C	omparison	7%				
Cohort Com	parison					
07	2019	61%	42%	19%	54%	7%
	2018	53%	44%	9%	54%	-1%
Same Grade C	omparison	8%				
Cohort Com	parison	-4%				
08	2019	79%	68%	11%	46%	33%
	2018	74%	63%	11%	45%	29%
Same Grade C	omparison	5%				
Cohort Com	parison	26%				

			SCIENCE			
Grade	Year	School	District	School- District Comparison	State	School- State Comparison
08	2019	68%	54%	14%	48%	20%
	2018	61%	53%	8%	50%	11%
Same Grade C	omparison	7%			•	
Cohort Com	parison					

		BIOLO	GY EOC		
Year	School	District	School Minus District	State	School Minus State
2019					
2018					
•		CIVIC	S EOC		
Year	School	District	School Minus	State	School Minus
	222/		District		State
2019	82%	70%	12%	71%	11%
2018	82%	71%	11%	71%	11%
Cc	ompare	0%			
		HISTO	RY EOC		
Year	School	District	School Minus District	State	School Minus State
2019					
2018					
		ALGEB	RA EOC		
Year	School	District	School Minus District	State	School Minus State
2019	99%	60%	39%	61%	38%
2018	99%	63%	36%	62%	37%
Cc	ompare	0%		·	
	•	GEOME	TRY EOC		
Year	School	District	School Minus District	State	School Minus State
2019	100%	62%	38%	57%	43%
2018	100%	60%	40%	56%	44%

### Subgroup Data

2019 SCHOOL GRADE COMPONENTS BY SUBGROUPS											
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2017-18	C & C Accel 2017-18
SWD	31	45	37	34	55	53	31	48	23		
ELL	26	55	50	48	84	83		71			
ASN	90	73		96	91		95	100	78		
BLK	59	60	44	63	62	48	41	68			
HSP	63	62	51	71	70	73	60	81	64		
MUL	66	67	39	83	77	94	65	90	64		
WHT	72	61	45	80	73	65	74	83	65		
FRL	57	56	39	66	68	63	60	70	46		

		2018	SCHO	OL GRAD	E COMP	PONENT	S BY SI	JBGRO	UPS		
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2016-17	C & C Accel 2016-17
SWD	26	38	32	32	50	45	12	52			
ELL	46	45	32	44	47	47		50			
ASN	88	67		94	82		80	95	88		
BLK	59	48	39	58	56	50	59	59			
HSP	64	56	42	69	64	52	51	82	63		
MUL	54	52	35	63	64	63	42	79			
WHT	71	58	41	75	70	60	67	85	65		
FRL	57	50	36	59	57	47	43	73	50		
		2017	SCHO	OL GRAD	E COMP	ONENT	S BY SI	JBGRO	UPS		
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2015-16	C & C Accel 2015-16
SWD	17	29	22	25	45	37	12	35			
ELL	22	45	38	46	63	53					
ASN	79	58		90	82		70	90	95		
BLK	58	55	24	52	58	44	58	76	63		
HSP	59	58	45	65	65	54	53	76	58		
MUL	57	50	35	67	73	53	55	74	53		
WHT	70	57	38	76	75	63	60	83	59		
FRL	54	52	44	59	64	51	43	70	43		

### **ESSA Data**

This data has been updated for the 2018-19 school year as of 7/16/2019.

ESSA Federal Index					
ESSA Category (TS&I or CS&I)					
OVERALL Federal Index – All Students	69				
OVERALL Federal Index Below 41% All Students	NO				
Total Number of Subgroups Missing the Target	1				
Progress of English Language Learners in Achieving English Language Proficiency					
Total Points Earned for the Federal Index					
Total Components for the Federal Index	10				
Percent Tested	98%				

## Students With Disabilities Federal Index - Students With Disabilities 40 Students With Disabilities Subgroup Below 41% in the Current Year? YES Number of Consecutive Years Students With Disabilities Subgroup Below 32% 0

English Language Learners	
Federal Index - English Language Learners	61
English Language Learners Subgroup Below 41% in the Current Year?	NO
Number of Consecutive Years English Language Learners Subgroup Below 32%	0
Native American Students	
Federal Index - Native American Students	
Native American Students Subgroup Below 41% in the Current Year?	N/A
Number of Consecutive Years Native American Students Subgroup Below 32%	0
Asian Students	
Federal Index - Asian Students	89
Asian Students Subgroup Below 41% in the Current Year?	NO
Number of Consecutive Years Asian Students Subgroup Below 32%	0
Black/African American Students	
Federal Index - Black/African American Students	56
Black/African American Students Subgroup Below 41% in the Current Year?	NO
Number of Consecutive Years Black/African American Students Subgroup Below 32%	0
Hispanic Students	
Federal Index - Hispanic Students	66
Hispanic Students Subgroup Below 41% in the Current Year?	NO
Number of Consecutive Years Hispanic Students Subgroup Below 32%	0
Multiracial Students	
Federal Index - Multiracial Students	72
Multiracial Students Subgroup Below 41% in the Current Year?	NO
Number of Consecutive Years Multiracial Students Subgroup Below 32%	0
Pacific Islander Students	
Federal Index - Pacific Islander Students	
Pacific Islander Students Subgroup Below 41% in the Current Year?	N/A
Number of Consecutive Years Pacific Islander Students Subgroup Below 32%	0
Number of Consecutive Years Pacific Islander Students Subgroup Below 32%  White Students	0
	69
White Students	

Economically Disadvantaged Students				
Federal Index - Economically Disadvantaged Students	58			
Economically Disadvantaged Students Subgroup Below 41% in the Current Year?				
Number of Consecutive Years Economically Disadvantaged Students Subgroup Below 32%	0			

### **Analysis**

### **Data Reflection**

Answer the following reflection prompts after examining any/all relevant school data sources (see guide for examples for relevant data sources).

Which data component showed the lowest performance? Explain the contributing factor(s) to last year's low performance and discuss any trends.

Due to not having FSA testing data from spring, 2020, we based our performance on our local quarterly assessments administered through Performance Matters. Based on this data, our lowest performance was in Basic ELA 8th (26%), Math 8th (45%), Sci 8th (46%).

Which data component showed the greatest decline from the prior year? Explain the factor(s) that contributed to this decline.

Reviewing the subgroup data from 2019 compared to 2018, we are concerned with the drop in performance of our ELL population in ELA from 46% proficiency to 26% proficiency. An anomaly exists with the Learning gains for this same group that rose from 45% to 55% between these same two years.

Which data component had the greatest gap when compared to the state average? Explain the factor(s) that contributed to this gap and any trends.

In all areas, our school outperformed the district and state averages. The greatest positive gap was in math achievement where Charles S. Rushe was 20 percentage points higher than the state average.

Which data component showed the most improvement? What new actions did your school take in this area?

Our learning gains, specifically in our lowest quartile, was our greatest improvement. We believe our work in providing tier 1 reteach opportunities and tier 2 intervention during structured times of the day have been the reason for this improvement.

Reflecting on the EWS data from Part I (D), identify one or two potential areas of concern?

The number of students who we have identified as having two or more EWS indicators has ticked up, as has the number of students who were retained after 8th grade.

Rank your highest priorities (maximum of 5) for schoolwide improvement in the upcoming school year.

- 1. Continued focus on learning gains of the bottom quartile students
- 2. Continued focus on math and ELA mastery of standards by student by standard
- 3. A close look at our students learning gaps as a result of distance learning during 4th quarter 2019-2020.
- 4.
- 5.

### Part III: Planning for Improvement

### Areas of Focus:

No activities were entered for this section.

### Additional Schoolwide Improvement Priorities

After choosing your Area(s) of Focus, explain how you will address the remaining schoolwide improvement priorities.

GOAL: The learning gains of all students, especially our students in the lowest quartile, will increase by at least 10% in math and ELA.

Strategies and PD we will coordinate and/or facilitate to these goals?

- 1a. We will prioritize scheduling students in the lowest quartile in ELA or Math into the AIR Time class of their ELA or Math teacher.
- 1b. We will continue to schedule priority days for ELA and math during AIR Time for days not frequently missed due to holidays.
- 1c. Institute tutorial sessions for smaller groups of students to receive the support they require to master the standards.
- 1d. PD centered on what teachers do as a result of CFA data.
- 1e. Design and implement essential standards learning charts.

### Part IV: Positive Culture & Environment

A positive school culture and environment reflects: a supportive and fulfilling environment, learning conditions that meet the needs of all students, people who are sure of their roles and relationships in student learning, and a culture that values trust, respect and high expectations. Consulting with various stakeholder groups to employ school improvement strategies that impact the positive school culture and environment are critical. Stakeholder groups more proximal to the school include teachers, students, and families of students, volunteers, and school board members. Broad stakeholder groups include early childhood providers, community colleges and universities, social services, and business partners.

Stakeholders play a key role in school performance and addressing equity. Consulting various stakeholder groups is critical in formulating a statement of vision, mission, values, goals, and employing school improvement strategies.

Describe how the school addresses building a positive school culture and environment ensuring all stakeholders are involved.

At Charles S. Rushe Middle School, we have undergone a districtwide professional development in Social Emotional Learning (SEL). We have several forums dedicated to reviewing practices and data related to creating a positive and inclusive learning environment for all students. These groups include our School Advisory Council, our School Leadership Team, our Positive Behavior Intervention and Supports Committee, and our School Climate Committee. We use Gallup Staff and Student surveys to measure our stakeholders' feelings about our school culture, and we use this data to set goals and develop strategies for improvement. In addition, we promote various student-led clubs that work toward creating a more inclusive environment. Moreover, we review performance data on a regular basis to look for trends and patterns of student performance measures - academic, behavioral, and attendance - by subgroup to determine how we can address these effectively.

### Parent Family and Engagement Plan (PFEP) Link

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.