



**Office of School Improvement
End of Year Review Responsibility Chart**

	Superintendent	Principal	School Improvement Coach
Scheduling of End of Year Review	<ul style="list-style-type: none"> ▪ Informs all stakeholders of the scheduled date of the school/district’s End of Year Review. 	<ul style="list-style-type: none"> ▪ Informs all stakeholders of the scheduled date of the school/district’s End of Year Review. 	
End of Year Review Training	<ul style="list-style-type: none"> ▪ Listens to the End of Year Review training webinar provided by the MDE’s Office of School Improvement. ▪ Ensures district staff participating in the End of Year Review have an understanding of the School Turnaround Principles and the TAP Rubric. 	<ul style="list-style-type: none"> ▪ Listens to the End of Year Review training webinar provided by the MDE’s Office of School Improvement. ▪ Ensures school staff participating in the End of Year Review have an understanding of the School Turnaround Principles and the TAP Rubric. 	<ul style="list-style-type: none"> ▪ Provides technical assistance to assigned schools (as needed). ▪ Utilizes the training documents provided by the Office of School Improvement when providing End of Year Review technical assistance.
End of Year Review Preparation	<ul style="list-style-type: none"> ▪ Ensures the school is prepared and organized for the End of Year Review visit. ▪ Prepares the End of Year Review agenda and ensures the agenda works within the school’s schedule and meets the criteria discussed in the End of Year Review training webinar. ▪ Works with all staff members to resolve any scheduling challenges. 	<ul style="list-style-type: none"> ▪ Ensures the school is prepared and organized for the End of Year Review visit. ▪ Assists in preparing the End of Year Review agenda and ensures the agenda works within the school’s schedule and meets the criteria discussed in the End of Year Review training webinar. ▪ Works with all staff members to resolve any scheduling challenges. 	<ul style="list-style-type: none"> ▪ Provides technical assistance to assigned schools (as needed). ▪ Utilizes the training documents provided by the Office of School Improvement when providing End of Year Review technical assistance.



**Office of School Improvement
End of Year Review Responsibility Chart**

	Superintendent	Principal	School Improvement Coach
End of Year Preparation	<ul style="list-style-type: none"> ▪ Ensures all evidence/artifacts, as well as appropriate supporting documentation of indicator implementation status, are available within the interview space, organized, clearly labeled, and accessible by the interviewee during the time of the interview ▪ Ensures adequate power outlets are available for laptop usage 	<ul style="list-style-type: none"> ▪ Ensures all evidence/artifacts, as well as appropriate supporting documentation of indicator implementation status, are available within the interview space, organized, clearly labeled, and accessible by the interviewee during the time of the interview ▪ Ensures adequate power outlets are available for laptop usage 	<ul style="list-style-type: none"> ▪ Uses the End of Year Review Checklist to ensure all needed items are ready for use by the MDE Review Team.
End of Year Review Visit	<ul style="list-style-type: none"> ▪ Ensures the agenda for the End of Year Review visit works within the school's schedule, as well as be able to effectively work with all members involved, to resolve any scheduling issues ▪ Ensures District Leadership Team (DLT) members are available for the End of Year leadership interview at the designated time and location. 	<ul style="list-style-type: none"> ▪ Ensures the team's meeting room remains private and all evidence documents are available within the meeting space provided. ▪ Ensures School Leadership Team (SLT) members are available for the End of Year Review leadership interview at the designated time and location. ▪ Ensures the Teacher interview team members are available for the End of Year Review at the designated time and location. 	<ul style="list-style-type: none"> ▪ Serve on the MDE team to assist with conducting classroom observation, interviews, and assist in reviewing evidence provided by the school/district. ▪ Serves as interviewer and note-taker during the interviews. ▪ Participate in the MDE debriefing session.



Office of School Improvement
End of Year Review Responsibility Chart

	Superintendent	Principal	School Improvement Coach
End of Year Review Visit (continued)	<ul style="list-style-type: none"> ▪ Works with the Principal to ensure the following personnel are represented on the teacher interview team: one new teacher, one returning teacher, one special education teacher, one teacher from a statewide tested grade and/or subject, and one non-tested area teacher. ▪ Personnel serving on the leadership interview team are not allowed to serve on the teacher interview team. ▪ Ensures the meeting room remains private. ▪ Provides evidence to support implementation status of School Turnaround Principles. 	<ul style="list-style-type: none"> ▪ Ensures the following personnel are represented on the teacher interview group: one new teacher, one returning teacher, one special education teacher, one teacher from a statewide tested grade and/or subject, and one non-tested area teacher ▪ Personnel serving on the leadership interview team are not allowed to serve on the teacher interview team. ▪ Ensures the meeting room remains private. ▪ Provides evidence to support implementation status of School Turnaround Principles 	