

Plan of Work – Joe Zmikly

Michigan Standard 1 – Visionary Leadership

- **Goal:** Learn to translate an educational philosophy into a school-wide vision
 - **Activity:** Interview my school's assistant principal and district's superintendent (Observation)
 - **Timeline:** One-time events during the school's first trimester
 - **Support Needed:** Willingness to sit down and talk from superintendent and assistant principal
 - **Activity:** Present to the school's staff during staff meetings on my vision as a Dean of Students at my school (Leadership)
 - **Timeline:** Once or twice at a staff meeting in the first trimester
 - **Support Needed:** Assistance from Principal to help define and articulate my roles and responsibilities and time to present at a meeting
- **Goal:** Learn to move a group of people in the same direction, building unity, teamwork, and accountability
 - **Activity:** Act as defensive coordinator for the JV football team (Leadership)
 - **Timeline:** Every day during football season for roughly three to six hours each day.
 - **Support Needed:** Latitude to do things "my way," true authority over the domain I've been given, and help, support, and advice from other coaches in the program
 - **Activity:** Act as sponsor of Fellowship of Christian Athletes club (Leadership)
 - **Timeline:** One hour per week, plus prep time
 - **Support Needed:** None
 - **Activity:** Act as varsity Lacrosse head coach (Leadership)
 - **Timeline:** Every day during (and before) lacrosse season, about 2 hours a day.
 - **Support Needed:** Guidance from former lacrosse coach, athletic director, other mentor coaches.
- **Goal:** Learn to put a vision/goal into practical action steps to achieve that vision
 - **Activity:** Improve student achievement, attendance, and behavior through proactive planning with teachers, other staff, parents, and students. (Leadership)
 - **Timeline:** Daily, as needed
 - **Support Needed:** Cooperation from staff, parents, and students.

Michigan Standard 2 – Cultural & Instructional Leadership

- **Goal:** Understand how an instructional philosophy is adopted by a school
 - **Activity:** Ask teachers and principals how our school's philosophies became adopted (Observation)
 - **Timeline:** Day-to-day conversation
 - **Support Needed:** Willingness and time to share from staff members
- **Goal:** Learn how to ensure adherence to an instructional philosophy by staff members
 - **Activity:** Take part in instructional professional development days (which is not a requirement of my Dean of Students position) (Participation)
 - **Timeline:** Periodic meetings throughout the year
 - **Support Needed:** Materials disseminated to teachers
 - **Activity:** Draft a coaching philosophy for my assistant lacrosse coach and monitor his implementation of that philosophy (Leadership)
 - **Timeline:** As needed in the lacrosse season
 - **Support Needed:** None

- **Goal:** Learn how to shift a current social culture to a desired culture
 - **Activity:** Assess current school culture through daily interaction with students and staff and analysis of student surveys (Participation)
 - **Timeline:** Daily
 - **Support Needed:** Feedback from students and staff as to what the current “pulse” of the student body is, as well as data from last year’s student survey
 - **Activity:** Influence students to change the school’s culture through relationships, modeling, and discipline (Leadership)
 - **Timeline:** Daily
 - **Support Needed:** Feedback from students and staff, as well as support from staff members to be on board with the Dean of Students role in the school
 - **Activity:** Assess lacrosse team culture in terms of attitudes about winning, work ethic, etc. and cultivate a new culture (Leadership)
 - **Timeline:** Several hours in the beginning of the season, and then as needed from there on out
 - **Support Needed:** Advice from other coaches, athletic director
- **Goal:** Learn how to implement a new instructional program at a school.
 - **Activity:** Take part in the planning and execution stages of a new credit-recovery program for students who are at risk of not graduating. (Participation)
 - **Timeline:** As meetings come up (daily, weekly, as needed)
 - **Support Needed:** Permission to take part.
 - **Activity:** Coordinate homebound services for students who can’t come to school due to physical limitations. (Leadership)
 - **Timeline:** As needed, meet with teachers, principals, students.
 - **Support Needed:** Check-in’s with administration, cooperation from teachers, students, and parents

Michigan Standard 3 – School Management

- **Goal:** Come up with solutions for lunchtime problems (students leaving the school, attending more than one lunch, roaming the halls, etc.)
 - **Activity:** Assess the roots of these problems through observations and discussions with students, and discuss recommendations with administration, teachers, and the other dean (Leadership)
 - **Timeline:** Roughly bi-weekly discussions with administration, daily discussion with teachers and other dean
 - **Support Needed:** Cooperation and feedback from teachers, administration, and dean
- **Goal:** Learn about how to delineate roles and responsibilities to staff members. (for example: who fixes the copier, who locks the doors, who raises the flag, who checks hall passes, etc.) so that teachers may focus on instruction
 - **Activity:** Participate in the evaluation process of who has what duties and how this could be improved (Participation)
 - **Timeline:** End of year meeting
 - **Support Needed:** Time to meet with administration and other staff
 - **Activity:** Help assign duties and define the role of lunch aids (Leadership)
 - **Timeline:** First few days of school
 - **Support Needed:** Permission from administration to have strong say in this area, and time to meet with new aids
 - **Activity:** Assign roles to other football coaches on the JV staff with regard to what I want accomplished in each defensive practice (Leadership) *(I’m adding this in retrospect, as I realize that I am learning a huge amount about*

leadership through the experience of being the JV football defensive coordinator)

- **Timeline:** Once a week in prep meetings
 - **Support Needed:** Advice from head coach and freedom to implement my plan
- **Activity:** Assign roles to players on lacrosse team to make things run smoothly – bring out water, collect balls, move goals, lock the locker room door, etc (leadership)
 - **Timeline:** First few days of practice, and as needed afterward
 - **Support Needed:** None
- **Goal:** Learn how to manage a school's budget.
 - **Activity:** Interview our district's business and operations officer (observation)
 - **Timeline:** 1 hour during a professional development day
 - **Support Needed:** Time to sit down
 - **Activity:** Manage the budget for the lacrosse team (leadership)
 - **Timeline:** As different costs/revenues come up, on a daily basis
 - **Support Needed:** Help from athletic director, his secretary, and former coach
 - **Activity:** Create a full mock-budget for a school district (leadership)
 - **Timeline:** a couple hours per week for roughly four weeks
 - **Support Needed:** Cooperation from group members in finance class, help from teacher, input from administrators in my district

Michigan Standard 4 – Community Collaboration

- **Goal:** Learn how parents become involve in extra-curricular activities (concession stands, dance chaperone, senior all-night party organization, etc.)
 - **Activity:** Sit in on parent-administrator meetings (Observation)
 - **Timeline:** Situational, as they come up
 - **Support Needed:** Permission from administrators and parents to look over their shoulders as they work
 - **Activity:** Work with lacrosse parents to coordinate volunteers for lacrosse events (leadership and participation)
 - **Timeline:** lots of time in beginning of season, and intermittently once things are in place
 - **Support Needed:** Advice from athletic director, and cooperation from parents
- **Goal:** Learn how (and if) the community gets involved with school policy
 - **Activity:** Attend a board meeting and interview board members and community members (Observation)
 - **Timeline:** Monthly
 - **Support Needed:** Feedback from community members and board members
- **Goal:** Learn how to get community members involved with school issues
 - **Activity:** Work with community members on passing school bond, through meetings, phone campaigns, etc. (Participation)
 - **Timeline:** As needed until bond election
 - **Support Needed:** Guidance as to what is needed of me and cooperation from other members of the team.
- **Goal:** Learn how to connect potential members of the community with the high school.
 - **Activity:** Go to information fair as a school representative to prospective families (Participation)
 - **Timeline:** As they come up

- **Support Needed:** Information from counseling office to give out, permission from superiors

Michigan Standard 5 – Ethics and Integrity

- **Goal:** Fairly implement the student code of conduct when administering student discipline
 - **Activity:** As Dean of Students, use the code of conduct and my own judgment when determining student discipline (Participation, Leadership)
 - **Timeline:** Daily
 - **Support Needed:** Advice and input from administrators
- **Goal:** Learn about the hiring process for a teacher
 - **Activity:** Sit in on discussion among administrators when discussing possible teaching candidates (Observation)
 - **Timeline:** Whenever a new position is being considered
 - **Support Needed:** Permission to sit in on a meeting
 - **Activity:** Hire my own lacrosse assistant coaches (Leadership)
 - **Timeline:** Before lacrosse season starts
 - **Support Needed:** Leads from athletic director, former head coach on who might be good candidates.
- **Goal:** Learn how to weave special education accommodations into student discipline
 - **Activity:** Work with caseload teachers, parents, and teachers to develop individual plans for students. (Participation, Leadership)
 - **Timeline:** Daily, as needed
 - **Support Needed:** Cooperation and feedback from others involved

Michigan Standard 6 – Larger World Context

- **Goal:** Learn how cultural diversity is addressed with regard to exposing the student body to outside cultures
 - **Activity:** Observe social studies classes and foreign language classes and speak with those teachers about this issue (Observation)
 - **Timeline:** Once or twice a semester
 - **Support Needed:** Permission to sit in on classes
- **Goal:** Help minority students feel comfortable in the school, honoring both their culture as well as the majority's
 - **Activity:** Meet with students of various backgrounds and try to make them at home through personal relationships (Leadership)
 - **Timeline:** As opportunities arise
 - **Support Needed:** Input from counselors, other dean

Michigan Standard 7 – Technology

- **Goal:** Determine how to effectively integrate the use of hands-on technology into the classroom
 - **Activity:** Research (both secondary and primary) technology in the classroom and present my findings to the administration (Leadership)
 - **Timeline:** Throughout the school year
 - **Support Needed:** Guidance on where to find this information and feedback regarding people in the building who already use technology effectively
 - **Activity:** Learn how to use the technology of today to connect students to each other and to learning.
 - **Timeline:** As opportunities come up
 - **Support Needed:** Ideas and advice from others, not only in the building but anywhere