

## Mira Mesa High School 2011-2012 Leadership Structure

**Principal**

**Vice Principal**

### **Think Tank Team**

*Meet as needed*

- Look at overall school direction
- Analyze data and create school PD theme

### **Elected Department Chair**

- Conduct Department meetings
- Advocate for department
- Work with VP to designate a core subject team leader
- Work with VP to create an instructional team that meets the needs of the department
- Work with admin and counseling on master schedule
- Coordinates department wish/needs lists
- Work with admin on hiring departmental staff
- Designated Team Leader for district email and receive extra pay
- Will ensure operational and instructional meetings have department representation

### **Operational Council**

*Meetings as needed (lunch or after school)*

- Relay information/opportunities
- Relay directives from administration
- Collect feedback from department
- Logistical focus
- Attend operational meetings

### **Instructional Team**

*Check Meeting Schedule for Dates, Time, Location*

- Serve on Instructional Team
- Meet with VP and department chair to create a PD plan within parameters of school PD theme and in alignment with the SPSA and Action Plan (WASC goals) for the school based on data
- Gather and analyze data for use in department
- Decide how to execute PD for department
- Keep instructional focus centered on school PD theme
- Coordinate benchmark exams and common assessments