

Continuous Improvement & Tracking Plan for WBU-PISD Partnership

1. Create a Joint Steering Committee

Purpose: Oversee the implementation, review data, and drive decisions for improvement.

Members:

- WBU Liaison
- PISD Designee (Superintendent or appointed contact)
- Site Supervisors
- University Supervisors
- Selected Practicum Candidates (optional for feedback)

Meetings: Quarterly or bi-monthly

2. Candidate Progress Monitoring System

What to Track:

- Course grades & certification exam readiness
- Fieldwork/practicum activities completion
- Evaluation results from:
 - Site supervisor (principal)
 - University supervisor
 - Self-reflection surveys


Tools:

- A shared tracking spreadsheet or database (e.g., Excel, Google Sheets, or software like Taskstream or Watermark)
 - Progress dashboards visualizing key metrics
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3. Monthly PLC & Debriefing Sessions

- **Facilitator:** WBU program liaison
- **Attendees:** Principal coaches, university supervisors, candidate representatives
- **Focus:**

- Alignment of fieldwork/coaching
- Progress updates
- Problem-solving
- Shared professional learning

 **Action Item:** Capture minutes and track follow-up items after each session.

4. Residency Evaluation and Coaching Quality

- Use **rubrics or structured feedback forms** after coaching sessions.
- Site supervisors provide monthly updates on:
 - Leadership competencies demonstrated
 - AEL/T-TESS integration
 - Readiness for administrative placement

 **Create and use a shared digital form (e.g., Microsoft Forms or Google Forms)** with rating scales and open-text fields.

5. Feedback Loops

- **Who provides feedback:**
 - Residents
 - Site supervisors
 - University faculty
 - PISD leadership

When:

- End of each semester
- After key milestones (AEL/T-TESS completion, certification testing, practicum projects)


Format:

- Anonymous surveys
 - Focus groups
 - One-on-one reflection sessions
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6. Data Review & Adjustment Cycle

Quarterly Data Review Agenda:

- Completion rates of coursework and certification milestones
- Coaching alignment and participation
- Candidate satisfaction and perception data
- Employment outcomes for program graduates
- Administrative retention & mentoring quality (for placed graduates)


 Use this data to:

- Adjust fieldwork requirements
 - Identify strengths and gaps in coursework or coaching
 - Update program design for next cohort
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7. Annual Report for Continuous Improvement

Contents:

- Summary of participant outcomes
- Strengths and challenges identified
- Adjustments made to the program
- Stakeholder testimonials and feedback
- Recommendations for the next year

 Present this report to both university and district leadership.