

Scope of Work Proposal for Galion City Schools

CCIP

- Review FY22 CCIP
- Make Revisions as Appropriate to Fully Expend FY22 Funds
- Review District Data in Preparation, Planning, and Completing of FY23 Application
- Provide Direct Support for New Administrator Assigned to Facilitate the CCIP

Administrative Functions (as determined by District)

- Build Relationships and Repair Emotional/Mental Stress of the Staff
- Be Present in the Building
- Provide Direct Supervision of Assistant Principal
 - o **Attendance and Discipline will be Handled by AP**
- Monitor Completion of OTES Evaluations
- Ensure Teachers are Providing HQ Instruction Aligned to State Standards (Walk Throughs)
- Ensure TBTs/BLTs are Meeting and Accomplishing Goals/Tasks
- Communicate Important and Relevant Information to Staff
- Assist with Office Operations
- Other Duties as Requested by the Superintendent

Availability as of 4/8/2022

April

11 AM	12 PM	13 PM	14 PM	15 Off
18 PM	19	20 AM/PM	21 AM/PM	22 AM
25	26 PM	27 AM/PM	28 AM/PM	29 AM/PM

May

2 AM/PM	3 PM	4 AM/PM	5 Off	6 PM
9 AM/PM	10 PM	11 AM/PM	12 PM	13 AM/PM
16 AM	17	18 AM/PM	19 AM/PM	20 AM/PM
23 AM/PM	24 AM/PM	25 AM/PM	26 AM/PM	27 AM/PM
30 Off	31 CCIP as Needed			