



CAMPUS MANAGEMENT TOOL 2005-2006

CAMPUS _____

Campus Directors are responsible for monitoring their inputs towards achieving the targeted goals on the Quality Rubric (QR). Through monthly meetings with your Program/Regional Manager you will review your campus' progress and gauge your ability to reach the goals set on the QR. Please provide 5-7 sentences of commentary, as well as a letter rating, for your performance in each input category. Your commentary should include examples that support the rating you select.

- | | | |
|------------|------------------------|--|
| W | "WOW" | <i>Consistently exceeds expectations</i> |
| G | "Getting to WOW" | <i>Fully competent; occasionally exceeds expectations</i> |
| JGS | "Just Getting Started" | <i>Needs further development to consistently meet expectations</i> |

CAMPUS DIRECTOR'S NAME: _____ PROGRAM/REGIONAL MANAGER'S NAME: _____ DATE: _____

INPUT	COMMENTARY	CIRCLE ONE
I. Delighting Customers		
<input type="checkbox"/> Creates & implements student outreach/recruitment plans & utilizes a variety of strategies focused on achieving high student attendance and retention <input type="checkbox"/> Builds & maintains strong parent relations <input type="checkbox"/> Builds & maintains strong community relations		W G JGS
II. Academic Success		
<input type="checkbox"/> Implements & maintains an effective Campus-School communication system <input type="checkbox"/> Successfully supports implementation of AIM & School Navigation curriculum <input type="checkbox"/> Successfully supports implementation of both CT-led & Staff-led apprenticeship curricula <input type="checkbox"/> Engages school faculty in programming through AIM teacher advisor & other strategies		W G JGS
III. Youth Developmental Skills		
<input type="checkbox"/> Implements & maintains an effective behavior management system <input type="checkbox"/> Provides formal & informal opportunities for apprentices to work on leadership & oral presentation skills <input type="checkbox"/> Provides opportunities for apprentices to access community resources through explorations, choice time, etc.		W G JGS



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INPUT	COMMENTARY	CIRCLE ONE
IV. Staff Management and Leadership (TFs, TAs, CTs)		
<input type="checkbox"/> Structured system & procedures for observation, coaching, & feedback from, to, & among staff & volunteers <input type="checkbox"/> Systems & processes for managing curriculum <input type="checkbox"/> Ensures efficient use of, quality of, & preparation for weekly staff meetings <input type="checkbox"/> Consistently uses TLMT to monitor progress & provide feedback at the team level <input type="checkbox"/> Maintains & follows-up communication with staff & volunteers		W G JGS
V. Overall Program Quality		
<input type="checkbox"/> Maintains a positive learning environment <input type="checkbox"/> Builds a robust staff team culture <input type="checkbox"/> Clearly communicates student learning goals & expectations for engagement to all staff <input type="checkbox"/> Fosters a campus culture in which apprentices consistently demonstrate their understanding of the intention behind program elements, rituals, & skill building activities		W G JGS
Monthly Campus Attendance Rate:	<i>Please refer to the PQR to determine your rating to the right</i>	W G JGS
Monthly Campus Retention Rate:	<i>Please refer to the PQR to determine your rating to the right</i>	W G JGS

After review of your progress on the above inputs, please list 3 **Action Steps** that you will complete by your next monthly review with your Program/Regional Manager.

<u>Action Steps</u>	<u>Timeline</u>
1. _____	_____
2. _____	_____
3. _____	_____