

**OFFICE OF THE DIRECTOR OF EDUCATION**

5050 Yonge Street, Toronto, Ontario M2N 5N8

January 1, 2018

Beth Butcher
Executive Superintendent
Learning Centre 1 and Responsible for
Leadership/School Effectiveness

Dear Beth,

During the 2017-2018 school year, I would ask you to focus on the following key areas while fulfilling all of the duties of your position:

* Lead the collaborative inquiry work with the Academic Senior Team to support Leader Learning Teams at the Senior Team level
* Support the documentation and monitoring of academic Superintendents of Education with their monitoring of the school improvement work in their Learning Networks
* Embed Inclusive Design, the Vision for Learning, the Integrated Equity Framework and all other foundational documents into the effective school improvement portal so that this is a “one stop shopping” platform that encourages pedagogical documentation as a way to learn and grow together
* Collaborating intentionally and strategically around the development of the Leadership Capacity Plan

Lead Learning Centre 1 effectively by:

* Supporting and supervising Superintendents;
* Working effectively with Trustees;
* Managing all issues that emerge in the schools in Learning Centre 1;
* Implementing effective learning opportunities between Superintendents and Principals, Vice-Principals across the schools in order to improve each school in the Centre;
* Engaging the communities surrounding the schools you serve;
* Developing ways for the insights of schools and communities to influence system direction and ensuring coherent and effective implementation of system expectations in all schools;
* Supporting Superintendents in developing purposeful practice as it relates to monitoring school improvement and changing outcomes for vulnerable students;
* Investing in productive relationships that support shared leadership, relational trust and collective efficacy through opportunities such as leadership learning teams.
* Leading superintendents in developing purposeful practice as it relates to monitoring school improvement and changing outcomes for vulnerable students.

I ask that you collaborate intentionally and strategically with the following colleagues:

* Karen Falconer, Colleen Russell-Rawlins and Sandy Spyropoulos (A)
* Manon Gardner (B and C)
* Jim Spyropoulos (B)
* Jeewan Chanicka (B)
* John Malloy, Steven Katz and the Superintendents with the SEF and Leadership Coordinating Function (D) (Beth, you are the lead)

In order to achieve the following impacts for TDSB:

1. Continued effective system implementation of the Learning Centres
2. Leadership Capacity Plan
3. Renewed Math Strategy
4. Continued effective implementation of the collaborative inquiry work by Superintendents in Leader Learning Teams.

Please develop an action plan with deliverables, measurements and budget and the date when various aspects of the plan will be completed.

Thank you for your Executive leadership in TDSB.

Sincerely,



John Malloy

Director of Education