

Riverton CUSD #14 Key Work System – FY10

<i>Guiding Processes</i>			
<u>Leadership/Governance</u>	<u>Planning</u>	<u>Workforce</u>	<u>Stakeholder</u>
Guide and Sustain	Strategic Development	Reward/ Recognition for High Performance	Communication and Engagement
Performance Appraisal	Strategic Deployment	Engagement and Satisfaction	Satisfaction
Governance	Measure, Analyze Review	Evaluation	Building Relationships
Process Management	PDSA	Workforce Climate	
		Professional Development	

<i>Key Work Processes</i>	<i>Key Components</i>	<i>Program Review</i>
Literacy	Curriculum	Science
Discipline	Instructional Delivery	Social Studies
	Assessment	Reading
Program Review (Math)		Math
		Fine Arts and Foreign Language
		Writing

<i>Support Processes</i>					
<u>General</u>	<u>Technology</u>	<u>Transportation</u>	<u>Facilities</u>	<u>Extra-Curricular</u>	<u>Outsourced</u>
Textbook Adoption	Technology Plan	Changes to Routes	Improvements	Scheduling Facilities	Food Service
State Testing	Repairs	Mileage	Capital Improvements		Vending
	Data	Intersession	Emergency Readiness		Photography Services

Guiding Processes

- These processes are owned and reviewed by the Administrative Team and as appropriate the Building Leadership Teams
- The administrative will evaluate and improve the processes during the June Data Review
- The administrative team and leadership teams will review during all Data Reviews (October, March, June and July) if there are formative Scorecard measures that apply to one of the Guiding Processes

Key Work Processes

- These processes represent the core of the Scorecard results and therefore, will be evaluated and improved four times a year (October, March, June and July)
- Both the administrative team and the Building Leadership Teams will be responsible for evaluating results and making improvements to these processes during the year

Support Processes

- Support processes are monitored by an “owner” who collects the process measures and do periodic reviews. If the process owner sees a problem with measures, they can bring that data to administration for further review as necessary.

Programs for Review

- These programs are reviewed on a rotating yearly basis (every five years)

Below are support process owners:

- Principals – Textbook Adoption and State Testing
- ES Assistant Principal – Technology Plan Development and Deployment
- Network Manager – Repairs and Quality and Reliable Data
- Building and Grounds Supervisor – Building Improvements and Cleanliness, Capital Improvements, and Emergency Readiness
- Transportation Director – Changes to Routes, Mileage, and Intersession Routes
- Activities Director – Scheduling of Facilities