

**OFFICE OF THE DIRECTOR OF EDUCATION**

5050 Yonge Street, Toronto, Ontario M2N 5N8

January 1, 2018

Karen Falconer
Executive Superintendent
Learning Centre 2 and Responsible for
 Continuing Education and Model Schools

Dear Karen,

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 Model Schools program effectively in conjunction with the Enhancing Equity Task Force recommendations and support all the Superintendents who have supervision responsibilities.
* Enhance creative and responsive options for students through Continuing Education, Adult Education and Focus on Youth.
* Effective leadership of the Continuing Education Advisory Council, Student Nutrition Advisory Committee and Inner City Advisory Committee.
* Lead Learning Centre 2 effectively by:
	+ Supporting and supervising Superintendents;
	+ Working effectively with Trustees;
	+ Leading 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 and Learning Networks;
	+ Managing all issues that emerge in the schools in Learning Centre 2;
	+ 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.

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

John Malloy, Beth Butcher, Colleen Russell-Rawlins, Sandy Spyropoulos and Pat Rocco (A)

John Malloy\*, Chris Usih, Sandy Spyropoulos, Beth Butcher, Colleen Russell-Rawlins (B)

Jim Spyropoulos\*, Beth Butcher, Colleen Russell-Rawlins, Sandy Spyropoulos (C)

In order to achieve the following impacts for TDSB:

1. Differentiated leadership and supports in schools
2. Effective system implementation of the Learning Centres
3. Parent and Community Engagement as it relates to Model Schools

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

\*Lead