

School Improvement Project Proposal

Employees who achieve Lead Teacher status and work in a designated school (Attachment B) may submit a School Improvement Project proposal. Projects must address:

- one or more of the local School Improvement Plan objectives and
- one or more of the three core competencies in the [MCPS Strategic Framework](#) (academic excellence, social and emotional learning, creative problem solving)

Process

School Improvement Project proposals should be developed and submitted using the following process:

1. Lead teacher discusses project idea with principal and ILT, using rubric as a framework for discussion
2. Lead teacher writes proposal
3. ILT approves proposal
4. Teacher submits proposal to Career Lattice Project Panel
5. Career Lattice Project Panel reviews proposal and makes decision
6. Panel notifies teacher and principal of decision

Project Proposal Elements

Project proposals should be limited to 2 pages, and contain the following elements:

1. **Project Description** (what is the project?)
2. **Objective** (which local SIP objective(s) and MCPS core competency(s) does the project address?)
3. **Identified Population** (which students and/or adults does the project seek to reach?)
4. **Measureable Outcomes** (what qualitative and/or quantitative outcomes will be used to measure outcomes?)
5. **Implementation Plan** (what is the timeline and benchmarks to be used to check progress?) *NOTE: ILT is expected to check progress of project on a quarterly basis*
6. **Budget/Resources** (what resources are needed for the project, and what will they cost?)
7. **Evaluation/Reflection** (how will the project be evaluated at its conclusion?)

Rubric

The Career Lattice Project Panel using the following will evaluate proposals:

- Does the project have a clear purpose?
- Is it aligned with the local SIP?
- Is there an identified need?
- Is it aligned with the MCPS Core Competencies in the Strategic Framework?
- Is there an identified population?
- How are outcomes measured?
- Are there regular review intervals for progress?
- Is there a budget for materials (what and why) and for personnel (who, when, and a description of the work)
- What is the process used to evaluate the effectiveness of the project at its conclusion?
- Does it align with the stated outcomes?