

## ***Hub Principal Roles and Responsibilities***

- ☐ Provide a dedicated space for the Hub Director and access to materials that supports the vision and mission of the strategy.
- ☐ Integrate the Hub Director at minimum into school staff training, faculty meetings, school core team, and other meetings and committees to ensure the alignment of the Schools as Community Hubs strategy with TPS school improvement and transformation goals.
- ☐ Include the Hub Director in the creation, implementation, review, and reporting of school improvement plans.
- ☐ Participate in the hiring, support, and performance evaluation of the Hub Director.
- ☐ Meet at least QUARTERLY with the supervisor of the Hub Director and TPS Community Liaison to discuss implementation and management of Hub strategy.
- ☐ Communicate face to face at least once WEEKLY with the Hub Director to ensure integration of intentions and actions with the Hub's vision. Ensure actions and accountability is clear.
- ☐ Collaborate with Hub Director on the logistics, implementation, and delivery of programming and services to the Community.
- ☐ Provide the Hub Director with access to the building during and outside school hours. Guidelines and agreements for building access will be developed by TPS district leadership and the LPO.
- ☐ Co-facilitate and actively participate in a school-based Hub leadership and governance team (hereinafter referred to as "Hub Advisory Team"), composed of building staff and community leaders. Support ongoing assessment of student and family needs.
- ☐ Participate in the development of an annual Hub Action Plan in partnership with the Hub Advisory Team. Identify appropriate impact measures.
- ☐ Follow established conflict resolution procedures when necessary. If concerns arise about Hub implementation, engage the TPS Community Liaison and the appropriate Executive Director of Schools, minimally, and other cabinet leadership, as necessary.
- ☐ Support Hub Director in navigating community partners. Directly connect with community partners at the request of the Hub Director.
- ☐ Participate in meetings with community partners twice yearly.
- ☐ Champion the work by speaking to teachers, building staff, and support and community about the transformation happening at the school.
- ☐ Attend and participate in Hub-related events. Promote Hub events, activities, and partnerships with building staff.

