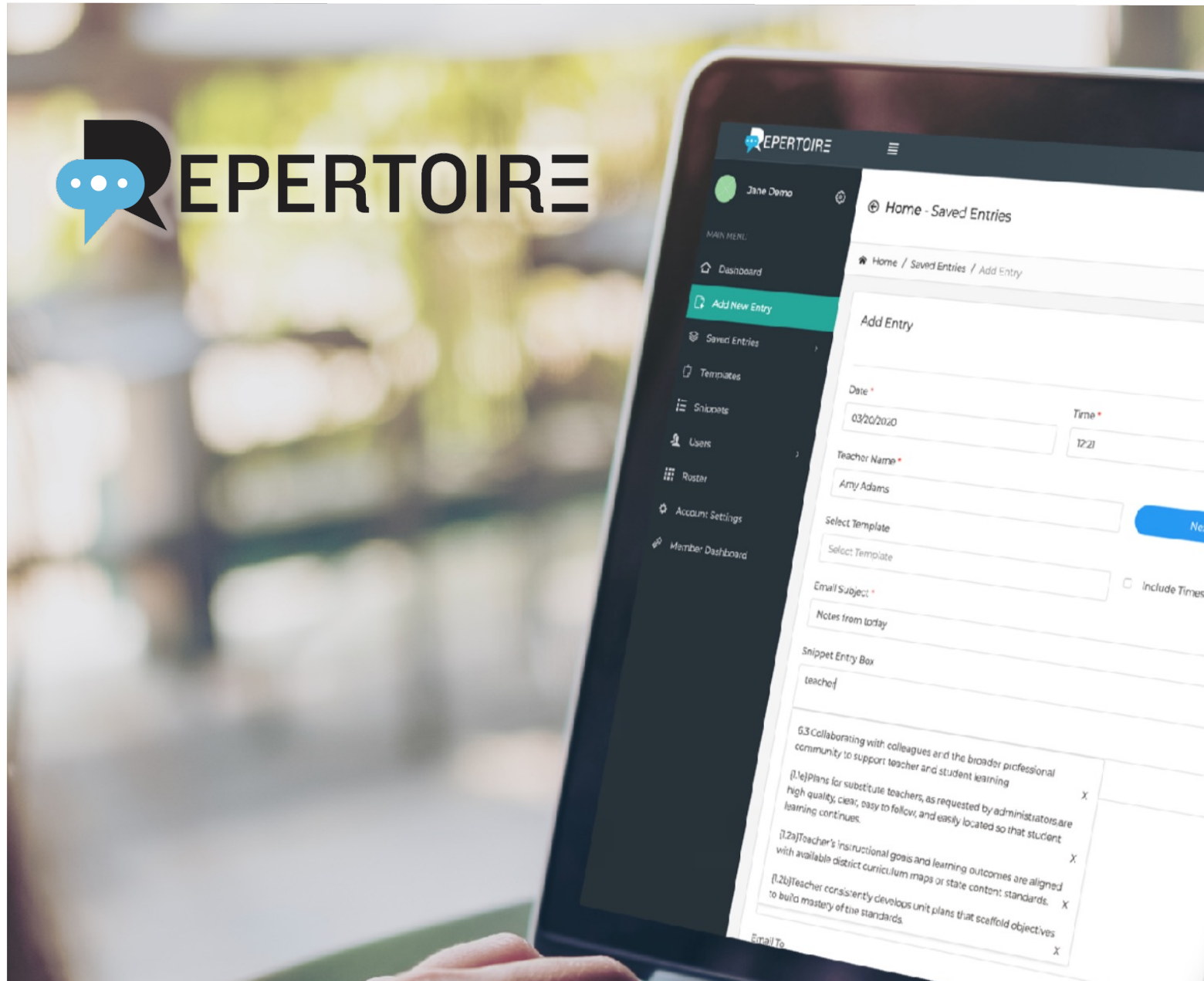


EPISODE 107

Preview: Repertoire Content Creator



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How will Repertoire Content Creator help me craft high-quality professional writing in a fraction of the time?

About Repertoire



- Designed & launched Fall 2015
- Included with ILA membership
- Intended for teacher observations
- Output: Writing, not forms



Templates

Templates provide an overall text outline for your writing:



The screenshot shows the "REPERTOIRE" application interface. On the left is a dark sidebar with navigation links: Dashboard, Add New Entry, Saved Entries, Templates, Snippets, Roster, Training, and Account Settings. The main content area is titled "Add Entry" and contains several input fields: "Date" (10/28/2015), "Time" (01:00 PM), "Teacher Name" (Charles Smith) with a "Next Up" button, a "Select Template" dropdown menu, an "Include Timestamp" checkbox, an "Email Subject" field (placeholder: Enter Subject), and a "Snippet Entry Box" (placeholder: Enter Text).

Snippets

Snippets make it easy to save new phrases to your database while writing:

Snippet Entry Box

student

Standard 1: Engaging and Supporting All Students in Learning

1.1 Using knowledge of students to engage them in learning

1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests

1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs



How Repertoire Gets Smarter



- Repertoire remembers phrases you type in the snippet entry box
- It suggests matching snippets as you type
- You can import snippets
- You can delete snippets you don't want to see again

The Problem



Writing is hard.
Professional writing is very hard.

The Solution



- Start with a high-quality template
- Fill in your own information
- Choose the options that fit your voice & the situation
- Customize & copy/paste

Example: Recommendation Dropdown Options



- *[Name] asked me to write this cover letter.*
- *It is my pleasure to recommend [Name] for [Role] positions in your school or district.*
- *I am writing this letter of reference for [Name], who would be an excellent fit for [Role] positions in your organization.*
- *I am writing to provide [Name] with my highest endorsement for any open [Role] positions in your district.*

Cover Letter Generator Spreadsheet



7 tabs at bottom:

- Job Details
- Intro
- Body1
- Body2
- Body3
- Conclusion
- Output



Job Details Tab



My First Name	Justin
My Last Name	Baeder
Organization	Wayside School District
School/department	Badger Hill Elementary
Role/Position	Principal
Recipient/Addressee	Hiring Committee
Recipient Address Line 1	Wayside School District
Recipient Address Line 2	123 HQ Ave
Recipient Address Line 3	Wayside, IN 12345
Total years of experience	17
Years of experience at current level	2
Current job title article	an
Current job title, no article	assistant principal
Self-characterized role, no article	seasoned leader
Self-characterized role article	a

Paragraph Tabs



A	B
Rank:	CL1.1 Intro: ID & Interest
9	My name is Justin Baeder, and I am writing to express interest in the Principal posi
10	My name is Justin Baeder. Enclosed you will find my résumé for your consideration
6	My name is Justin Baeder, and I am interested in the Principal position at Badger H
0	My name is Justin Baeder, and I am excited to submit my application for the Princi
19	My name is Justin Baeder, and I am writing to apply for the Principal position at Ba
17	My name is Justin Baeder, and it is with great enthusiasm that I submit my applica
0	My name is Justin Baeder, and I am excited to submit my application for the Ways
0	My name is Justin Baeder, and I am excited to submit my application for the Ways
0	My name is Justin Baeder, and I am excited to submit my application for the Ways
0	My name is Justin Baeder, and I am excited to submit my application for the Ways
Rank:	CL1.2 Intro: Experience Preamble
3	As a seasoned leader with more than 17 years of experience in the profession,
9	As an assistant principal for the past 2 years, and with more than 17 years of expe
3	As an experienced seasoned leader with more than 2 years of service as an assista
10	With 2 years of experience as an assistant principal and more than 17 years as an
9	I have spent the past 2 years as a successful assistant principal, and
3	I have served as an assistant principal for the past 2 years, and
1	For the past 2 years, I have served as an assistant principal, and
5	For the past 2 years, I have served as an assistant principal, and
3	For the past 2 years, I have served as an assistant principal, and
5	For the past 2 years, I have served as an assistant principal, and

CL3.5 Instructional Leadership Focus - Accomplishment Example

For example, I recently partnered with our district ELL department to provide SIOP training to all teachers and instructional assistants.

In my current role, I recently led a team exploring John Hattie's Visible Learning strategies.

I recently worked with a teacher who was struggling with lesson planning and classroom management.

One project that I'm particularly proud of is our decision matrix, which ensures that all staff have a voice in school decisions that affect them.

Your example here.

Your example here.

Your example here.

CL3.6 Instructional Leadership Focus - Accomplishment Action

We conducted a needs assessment, developed a full-day training, and provided follow-up coaching support to each teacher.

I led three pilot teachers through a coaching cycle in which they implemented the strategies, then provided a two-part training for all teachers.

I met with the teacher to share my concerns, get his take on the challenges he was experiencing, and develop a plan of action.

We gathered input from all staff and developed a transparent process for drafting and revising the new matrix.

Your example here.

Your example here.

Your example here.

CL3.7 Instructional Leadership Focus - Accomplishment Impact

As a result, the number of ELL students meeting standard in ELA increased by 23% from 2018 to 2019.

I was pleased to see that teachers immediately incorporated the strategies they learned into their practice, with 54% reporting that they used the new strategies daily.

By the end of our six-week improvement cycle, his lesson planning and classroom management showed a marked improvement, with students commenting on how much more enjoyable they found the class.

Our updated matrix ensures that each decision gets input from the relevant stakeholders, and in a follow-up survey, 83% of staff reported that they have a voice in decisions that affect them.

Your example here.

Your example here.

Your example here.

CL3.8 Instructional Leadership Focus - Relevance

This experience has prepared me well for the Principal role at Sparta High School, where I look forward to having an even greater impact as an instructional leader.

These experiences have reinforced for me the importance of strong instructional leadership, which I am committed to exemplifying as I move into a new role.

I am excited to bring this experience, and the instructional leadership skills I've developed along the way, into a new role.

This experience is indicative of the kind of impact I will have as an instructional leader at Sparta High School.

Output Tab



Hiring Committee
Wayside School District
123 HQ Ave
Wayside, IN 12345
March 12, 2021
Dear Hiring Committee,
My name is Justin Baeder, and it is with great enthusiasm that I submit my application for the Principal position at Badger Hill Elementary. For the past 2 years, I have served as an assistant principal, and I am prepared to make educational excellence the norm for all students. I believe my professional experience has prepared me to be precisely the kind of instructional leader you are looking for.
Working from the conviction that schools should be welcoming, caring environments, I am committed to ensuring that each student is known by name. I recently created a protocol to provide translation and interpretation services for families speaking other languages. As a result, our on-time graduation rate increased from 91% to 94% year-over-year. This experience has amply prepared me for success as Principal at Badger Hill Elementary. I believe that when leaders, teachers, and parents partner on behalf of student success, nothing is impossible.
As an emerging instructional leader, I believe the best way to improve student learning is to focus on teacher practice. I am committed to working with the school board to help improve teacher practice, at both the individual and department levels. One project that I'm particularly proud of is our decision matrix, which ensures that all staff have a voice in school decisions that affect them. I met with the teacher to share my concerns, get his take on the challenges he was experiencing, and develop a plan of action. Our updated matrix ensures that each decision gets input from the relevant stakeholders, and in a follow-up survey, 83% of staff reported that they have a voice in decisions that affect them. This experience is indicative of the kind of impact I will have as an instructional leader at Badger Hill Elementary.
Throughout my career, I have exemplified a commitment to ensuring that families have a seat at the table, so we can make the best decisions on behalf of students together. I have strived to increase parent involvement by developing an internship program with area businesses, giving our 11th and 12th graders valuable work experience within the school day. Teachers reported a much deeper understanding of PBIS as a result of the training, and office referrals have decreased by 28%. As a candidate for the Principal role at Badger Hill Elementary, I see tremendous opportunities to apply this experience and passion for developing partnerships.
I see it as my responsibility to provide every student with the tools and supports they need to learn in a safe, supportive environment that fosters relationships that will last a lifetime. I believe my skills and experience make me the ideal candidate for this role. As you review the enclosed résumé and recommendation letters, you will see further examples of the work I've done over the past 17 years. I hope to have the opportunity to interview for this position and give the hiring committee further perspective on who I am as a leader and how I might be of service. Thank you for your time and consideration.
Sincerely,
Justin Baeder



Repertoire Content Creator



- App version of the spreadsheet
- Dropdown/fill-in "Mad Lib" fields
- Easy to create your own templates
- New templates can be added any time

Example Uses

- Graduation speech
- Recommendation letter
- Letter of reprimand
- Year-end evaluation narrative
- Attendance concerns
- Parent newsletter
- Cover letter



Use Cases: Hiring

- Cover letter
- Recommendation letter
- Invitation to interview
- Not selected notice
- Offer of position
- Interview team invitation



Workflow



- Create a new document
- Select or create template
- System fields populate automatically
- Select dropdown options
- Add your own dropdown options
- Copy & paste into email, Word, Google Docs, etc.

System Fields



Common information that will be used in a variety of documents, e.g.:

- Your name & title
- Contact information
- School name
- Mascot

Document Fields



Information specific to the document that may be used within the document itself or in specific dropdown items

- Recipient first name
- Last name
- Numeric fields, e.g. number of absences

Dropdown Fields



- Document-specific multiple-choice options
- Choose the option with the right content & tone
- Customize with your own wording

Example Letter: Attendance



Dear [Staff Name],

The purpose of this letter is to let you know that you have arrived late for work [# times late] times this year, and to develop a plan of action for ensuring that you consistently arrive on time. When you are late, it has a negative impact on your relationship with co-workers as well as your ability to complete your duties in a timely manner.

On the following dates, it was clear that you did not arrive on time: 4/14, 5/5, and 5/12. This pattern is...



Mail Merge



For high-volume student letters:

- Write letter in Repertoire
- Paste letter into Word
- Export data from SIS to Excel
- Add merge fields in Word
- Generate letters

Development Timeline



- June 2021: Complete specs & mockups
- July 2021: Development & testing
- August 2021: Rollout
- Ongoing: New templates added

How You Can Help

- Tell me what you'd use this for
- Send me sample letters
- Test & give feedback when we launch

justin@principalcenter.com

