

# Identifying the School Leadership Team

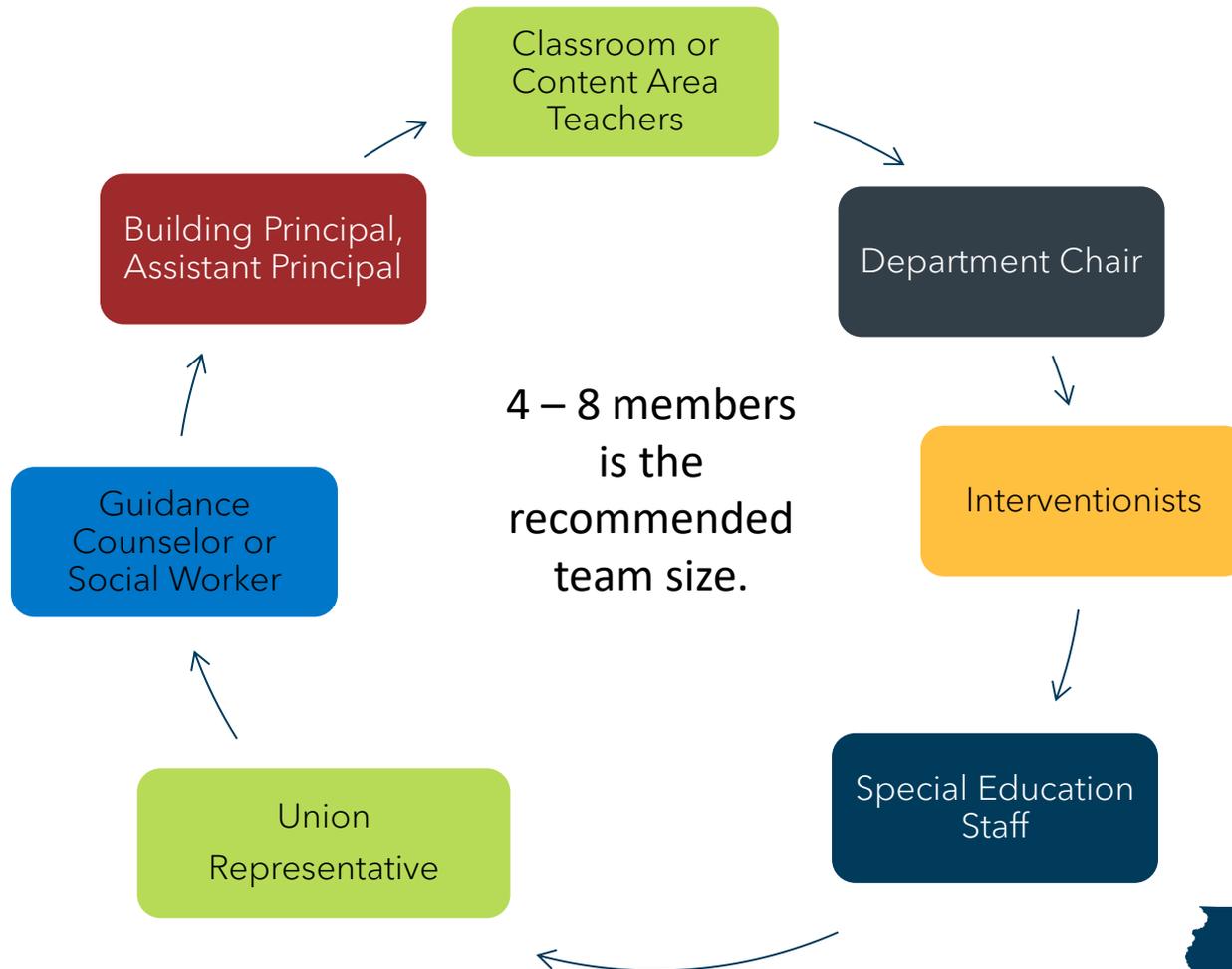
School and District Improvement

# What is a School Leadership Team?



A group of school-level staff and stakeholders whose focus is to develop, implement, monitor, and evaluate the School Improvement Plan.

# Team members may include



# Set a clear and concise meeting purpose

- **Maintain focus on school improvement efforts**
- **Advocate and support building collective adult practices**
- **Make decisions on behalf of the whole**

- "Let's solidify our plan and discuss how to share it with the staff."
- "Today we're going to start by discussing math data from our first benchmark assessment."
- "How could we create a support system to assist new ELA teachers with high leverage instructional strategies."

# Meeting logistics

- **At least monthly**
  - **Focused on the SIP**
  - **Allow time for productive meetings**
  - **Establish a common meeting template**
  - **Commit to attending meetings**
- “Will monthly meetings be enough to lead the work outlined in our SIP? Should we meet more frequently to start the school year?”
  - “Who will be responsible for creating the agenda focused on school improvement efforts for each meeting? How do we ensure others have input into topics for discussion?”
  - “We each commit to attending scheduled meetings. What approach will we take if someone repeatedly misses meetings?”

# Establish fair meeting protocols

- **Include all voices**
- **Encourage active listening**
- **Be curious, not judgmental**
- **Commit to supporting majority decisions**

- “We’ve heard primarily from two people today. Let’s pause to gather thoughts from others on the team.”
- “I appreciate how passionate we are about this topic. Let’s paraphrase these two ideas and gather more information before we proceed.”
- “What additional data would enable you to support the consensus decision on this topic?”

# Summarize and share

- Review key takeaways from the meeting
- Clarify for common understanding
- Agree on a summary that reflects team consensus and next steps

- "To summarize, we discussed beginning of the year benchmark data and discovered that...."
- "We created a list of common language that we can use moving forward, including..."
- "We seem to be in agreement about moving forward with the PD focus for our next staff meeting. We will follow up to solidify the plan at our next meeting on..."

# Role of the Administrator as Facilitator

## Focus on asking questions

"What evidence do we have to solidify that this is, in fact, an area of needed improvement?"

"Do we believe we can get a group consensus on this challenge facing our building?"

## Actively listen

"I'm going to jot down some themes that I hear during the meetings to help us narrow our focus moving forward."

"So, I think you're saying....."

## Summarize what is being said by the team

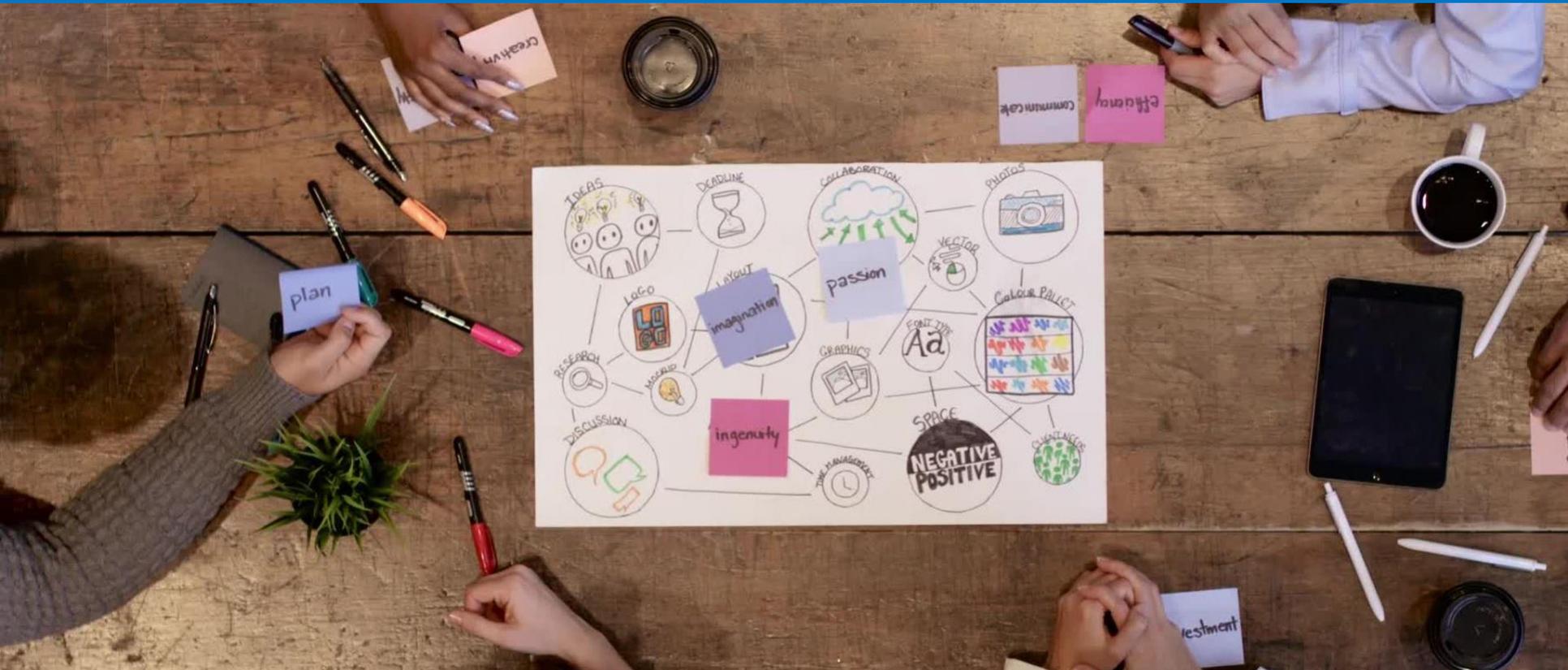
"I'd like to summarize what we've talked about here, so please let me know if I missed anything."

## Keep the focus on school improvement

"I hear what you're saying around this particular student, but how can we affect change on a large scale."

"The parent pick-up line is an issue, but we really need to continue our focus on math instructional strategies."

"How does (this/that) support our school improvement plan?"



Taking the time to create an effective and inclusive school leadership team is essential to building adult capacity and engaging in the critical work of school improvement.

Book study  
focused on  
collective  
leadership

Leadership  
Coaching

Explore learning  
opportunities focused  
on  
distributed leadership

Allow time to get to  
know one another as  
both professionals  
and people

# School Improvement Helpline



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