

Identifying a School Leadership Team

<p>Purpose of a School Leadership Team</p>	<ul style="list-style-type: none"> • A group of school-level staff and stakeholders. • Focus is to develop, implement, monitor, and evaluate a School Improvement Plan. • Analyze trends and data patterns from various sources to determine student achievement goals.
<p>School Leadership Team Members</p>	<p>A team size of 4-8 members is recommended. The following list of individuals may be considered for a role on the school leadership team:</p> <ul style="list-style-type: none"> • School administrators • Grade level or grade band teachers • Counselors • Special Education Department • Dean of students • Department chairs (high school) • Attendance clerk • Teacher aides/paraprofessionals • Special area teachers, such as music, PE, art, or world languages • On-track coordinator (high school) • Athletic director (junior high and high school) • Bilingual education • Interventionists • Teacher’s union representative
<p>Role of Administrator</p>	<ul style="list-style-type: none"> • Focus on asking questions. • Actively listen. • Summarize what is being said by the team.
<p>Identify Possible Causes & Categories</p>	<ul style="list-style-type: none"> • Determine how frequently the team should meet (e.g., monthly at minimum). • Set a clear purpose for each meeting. • Establish a transparent and fair decision-making process. • Each member takes their own notes, in addition to the minutes-keeper, who takes the minutes during the meeting

<p>Question Stems for Setting and Encouraging Expectations</p>	<p>All team members are encouraged to actively engage in discussion, raise questions, and make observations. Question stems may include:</p> <ul style="list-style-type: none"> • Paraphrase: <ul style="list-style-type: none"> ◦ In other words, ... ◦ So, you are saying... • Clarify <ul style="list-style-type: none"> ◦ Tell me more about... ◦ I'm curious about... ◦ How does (that) support the School Improvement Plan? ◦ Given our concern of this issue, what might be some observations that are influencing ... ◦ In other words, ... • Interpret <ul style="list-style-type: none"> ◦ What you are describing could mean ... ◦ How could that be interpreted differently? • Inquiry <ul style="list-style-type: none"> ◦ How do you know? ◦ I'm curious about ... ◦ I'm wondering ... ◦ Based on our current data, what are some challenges we see ... ◦ Based on our current data, what are some challenges we see continuing with our staff?
<p>Closing a Meeting</p>	<ul style="list-style-type: none"> • Minutes-keeper reviews the key takeaways taken during the meeting. • Allow each team member to review their own notes and add to the minutes taken by the minutes-keeper. • Review the action steps to be completed before the next meeting.