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**Action Planner for Principals**

***A through-the-year checklist to help you succeed***

**Winter (December–February)**

**Communication**

[ ]  Use your district’s OC communications materials.

[ ]  Re-communicate OC school vision with a clear picture of success & benefits & high-priority goals to MCLs, teachers, parents, & students.

[ ]  Share: Arrange for non-OC teachers to listen to & observe OC teachers & classes.

[ ]  Communicate changes to staff, parents, etc., as they arise.

[ ]  Celebrate early wins, successes/progress with all to build momentum & gain support of key influencers.

[ ]  Begin publicizing OC roles & requirements; personally encourage high-potential candidates to apply.

**Leading a Team**

See[Instructional Leadership & Excellence](https://opportunityculture.org/instructional-leadership-and-excellence/) web pages.

[ ]  **Launch & lead**: Continue to follow action plan to achieve school goals working with & through your team of MCLs: review data vs. goals for year, including early-win goals, and refine with MCLs; adjust school & team goals, MCL/teacher roles, & steps to collaborate, & schedules, as needed.

[ ]  **Build team cohesion**: Continue to implement plans to build relationships, collaborate, address challenges, & celebrate success.

[ ]  **Support & develop individuals**: Continue to implement plan to co-lead, model, coach, observe, & give feedback to MCLs.

[ ]  Hold more 1-on-1 coaching meetings with each MCL; continue to give feedback frequently.

[ ]  Execute [development plans](https://opportunityculture.org/wp-content/uploads/2015/08/Development_Planner.docx) for MCLs (& any other teachers reporting directly to you).

[ ]  Ensure attendance at any role-specific training available during the year.

[ ]  Meet weekly: **MCL team of leaders**. Use [Standing Agendas for Leading an ITL](https://opportunityculture.org/wp-content/uploads/2016/06/Standing_Agendas_for_Leading_Instructional_Team_of_Leaders-Public_Impact.docx).

[ ]  Share periodic results of each team leader, rotating through team. Use [Standing Agendas for Leading an ITL](https://opportunityculture.org/wp-content/uploads/2016/06/Standing_Agendas_for_Leading_Instructional_Team_of_Leaders-Public_Impact.docx).

[ ]  Continue to recognize any “trouble spots” among MCLs; support/address quickly.

[ ]  **Begin to plan next year** with MCL team. *See detail in Improving with Data, below.*

[ ]  **Manage yourself**:

[ ]  Seek feedback from your supervisor; attend OC principal professional learning sessions.

[ ]  By February, seek formal feedback (such as a survey) on your leadership from MCLs & staff.

[ ]  Participate actively in meetings of other principals leading schools in your zone (or schools similar to yours).

**Notes and reminders:**

**Achieving Instructional Excellence**

See [Instructional Excellence Summary](https://opportunityculture.org/wp-content/uploads/2016/12/Instructional_Excellence_Summary-Public_Impact.pdf) & [web pages](https://opportunityculture.org/instructional-leadership-and-excellence/). With MCLs, continue to review & improve implementation of school instructional plan & routines for each area of instructional excellence:

[ ]  **Plan ahead & raise sights:** Continue to ensure planning & improvement ofhigh-standards, differentiation-ready curriculum, lessons, interim assessments, & schoolwide data system, working with & through your team of MCLs.

[ ]  Ensure that MCLs have interim standards & growth targets in advance, aligned with school’s annual goals.

[ ]  Facilitate improvement of engaging instructional methods with differentiation options.

[ ]  Stay vigilant to protect MCL leadership time & teachers’ instructional time.

[ ]  **Connect with students & families to cultivate a culture of learning:** Use strong bonds to motivate. Help MCL team support teachers to:

[ ]  Continue to repeat vision that all students can succeed; build individual relationships; share student learning information; & motivate everyone to do their best with positive communications.

[ ]  **Establish superior classroom leadership:** Monitor & improveschoolwide routines to focus students on learning.

[ ]  Guide MCLs to help teachers: lead classrooms with a firm yet warm presence; follow norms for classroom interactions; follow a behavior management cycle; & use positive systems highlighting exemplary behavior.

[ ]  **Execute rigorous, personalized lessons for mastery & growth:** Guide & support MCL team to help teachers engage students with ambitious learning goals, instruction for high growth & higher-order thinking, & personalization. Monitor use of digital learning for effectiveness. Help MCL team ensure implementation of:

[ ]  Pursuing ambitious learning goals for each class *and* individual student; preparing lessons aligned with curriculum *and* student needs (“personalization”); & engaging students deeply in learning.

[ ]  **Monitor student learning data during year:** Ensure that teachers assess frequently for mastery & growth; & capture data. Specifically, ensure that all teachers & teaching teams:

[ ]  Give planned lesson & unit assessments, with daily in-class checks for understanding.

[ ]  Track multiple data points (work review, observation, student view); summarize student mastery & growth.

[ ]  **Adjust instruction to meet each student’s needs:** Ensure that teachers & teams adjust teaching methods,work difficulty, & assignments. Guide MCLs to:

[ ]  Lead analysis of student data to identify individual & class needs—patterns, trends, & root causes of learning.

[ ]  Collaborate with team to improve instruction fast for mastery & growth; research interventions as needed.

[ ]  Regroup students [ ]  Reorganize instructional time usage

[ ]  Coach or co-teach with team teachers [ ]  Reteach specific lessons as needed according to data

[ ]  Change assignments to individualize [ ]  Give advanced work to students easily achieving mastery

[ ]  **Share data with students & families about growth vs. goals** students help set: Engage students! Help MCLs ensure that:

[ ]  Teachers continue leading students to set own goals, track own growth, & make choices to meet goals.

**Notes and reminders:**

**Leading Across the Organization**

[ ]  **Leading teachers and staff**

[ ]  Ensure **feedback at least biweekly for all staff** & **MCLs (continue/improve)**.

[ ]  Ensure that MLCs hold **collaborative planning**, data review, & improvement meetings with teams at least weekly.

[ ]  Ensure periodic (e.g., monthly) **PLCs for each OC role** focused on role-specific needs.

[ ]  Ensure continued attendance at any staff **training** needed during the year.

[ ]  **Re-clarify OC roles** if they become unclear; communicate. Use [Organizational Chart Template](https://opportunityculture.org/wp-content/uploads/2016/06/Organizational_Chart_Template_Instructional_Leadership_and_Teams-Public_Impact.docx).

[ ]  Implement *optional* **midyear formal performance** review.

[ ]  By February, identify new staff role or performance **“trouble spots”** to address; including pay competitiveness issues.

[ ]  Identify **teachers doing well & those ready to advance; encourage them to stay** next year.

[ ]  In concert with district pool efforts, **launch recruiting** (by end of February; after determining roles).

[ ]  **Leading operations.** With MCL team, make changes needed to:

[ ]  With MCLs, check that schoolwide **schedule is** achieving OC goals. See the Key Scheduling Components Worksheet your school design team used.

[ ]  Protect **time as planned**: for MCLs; other teachers; students. Fix any problems that divert time.

[ ]  Maintain **facilities & equipment**, including digital hardware (with district).

[ ]  Ensure that all remain **within budget** if changes occur.

**Improving with Data**

[ ]  Continue to identify & **increase successful tactics; discard or change unsuccessful** tactics.

[ ]  Seek **improvement ideas from all staff**. Use surveys, small groups, or other. Report key staff results visibly & often.

[ ]  Determine any needed **school design changes** to achieve reach & goals next year.

[ ]  Decide **next year’s OC roles & reporting** relationships. Use [Organizational Chart Template](https://opportunityculture.org/wp-content/uploads/2016/06/Organizational_Chart_Template_Instructional_Leadership_and_Teams-Public_Impact.docx).

[ ]  Check **budget sources, uses, & timing**. Are next year’s plans sustainable? See the School Sustainability Calculator used during school design and available on your School Excellence Portal.

***Notes and Additional Tasks***

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| **Additional Task To Do or Ask Others To Do** | **By Whom** | **By When** | **Notes / Resources** |
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**Notes and reminders:**