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**Multi-Classroom Leader Action Planner**

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

**Fall (Beginning of School–November)**

**Communication**

Communicate to team, parents, and students: team vision & goals; roles & schedule. Re-clarify if changes occur.

Communicate parent responsibilities; share student progress & discuss with parents often.

Celebrate early successes/progress with team, students, & parents to build momentum!

**Leading a Team**

**Launch & lead:** Follow action plan, schedule, [agendas](https://www.opportunityculture.org/wp-content/uploads/2023/09/MCL_Team_Meeting_Sample_Agendas-Public_Impact.docx) for team’s work; review, adjust vision, goals, roles, steps as needed.

**Build cohesion:** Implement plan to build relationships, collaborate, address challenges, & celebrate success.

**Support & develop:** Implement plan to co-teach, model, coach, observe, & give feedback.

* + - Hold initial 1-on-1 coaching meetings with each team teacher; continue to give feedback frequently.
    - Prepare & execute [development plans](https://opportunityculture.org/wp-content/uploads/2015/08/Development_Planner.docx) for team teachers.
    - Ensure attendance at any role-specific training available during the year.
  + By second month, identify “trouble spots” in team; support/address quickly, with assistance as needed.

**Manage yourself:**

* Re-clarify your role with the principal & your team if any staffing changes have occurred.
* Ask for regular development on leadership, coaching, & instructional skills; attend MCL professional learning sessions.
* Attend meetings of instructional team of leaders & MCL team; give feedback to strengthen meetings as needed.

**Achieving Instructional Excellence**. *See* [Instructional Excellence Summary](https://opportunityculture.org/wp-content/uploads/2016/12/Instructional_Excellence_Summary-Public_Impact.pdf) and [web pages](https://opportunityculture.org/instructional-leadership-and-excellence/) *for more detail.* ***By second month of school****, check to ensure that all the following steps are working well, and make changes rapidly when needed:*

**Plan ahead & raise sights:** Continue planning high-standards, differentiation-ready lessons, & assessments.

* Schedule team teachers ongoing to complete, edit, or prepare high-standards, differentiated lesson plans.
* Continue improving instructional methods for team to use, conducting research as needed during the year.

**Connect with students & families to cultivate a culture of learning:** Use strong bonds to motivate.

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

**Establish superior classroom leadership:** Set & follow teamwide routines to focus students on learning.

* Guide team to lead classrooms with a firm yet warm presence; follow norms for student & teacher interactions; follow a behavior management cycle; & use positive systems highlighting exemplary behavior.

**Execute rigorous, personalized lessons for mastery & growth:** Engage students with ambitious learning goals, instruction for high growth & higher-order thinking, & personalized work. Use digital learning wisely.

* Guide team to aim for ambitious learning goals for each class *and* individual student; engage students deeply.
* Teach lessons aligned with curriculum *and* student needs (“personalized” assignments & student choice).

**Monitor student learning data during year:** Assess frequently for mastery & growth; capture data.

* Ensure that team gives 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:** Adjust teaching methods, work difficulty, & assignments.

* 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 student growth vs. goals** students help set: Engage students!

* Ensure that team continues leading students to set own goals, track growth, & make choices to meet goals.

**Improving with Data.** *Lead team to:*

Review all steps above and identify needed changes; discard actions not leading to improved student learning.

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***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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Other notes: