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**Multi-Classroom Leader Action Planner**

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

**Summer (Before School Starts Each Year)**

***Plan items below for the coming year, first with your principal/leadership team, then with your teaching team***

**Communication**

[ ]  Prepare written materials/talking points for team to understand team structure, roles, vision, & goals.

[ ]  Prepare written materials/talking points for parents about team structure, roles, vision & goals, & parent role.

**Leading a Team**

[ ]  **Launch & lead:** Create an action plan for the team’s work: clarify the team’s goals, roles, & steps to work together; include a weekly team & individual schedule; create standing agendas for each meeting. See sample [agendas.](https://www.opportunityculture.org/wp-content/uploads/2023/09/MCL_Team_Meeting_Sample_Agendas-Public_Impact.docx)

* Revisit team & school data versus annual goals for past year. Refer to the Theory of Action and Measures of Success documents your school design team developed.
* Set high annual learning standards & growth goals up to & beyond standards for team; align with school.
* Make a detailed plan to achieve learning & other goals.

[ ]  **Build cohesion:** Plan how team will build relationships, collaborate, address challenges, & celebrate success.

[ ]  **Support & develop:** Plan how & when to co-teach, model, coach, observe, & give feedback to individuals.

[ ]  **Manage yourself:**

* **Clarify your role** (see especially the [Organizational Chart Template](https://opportunityculture.org/wp-content/uploads/2016/12/Organizational_Chart_Template_MCL_Teams-Public_Impact.docx)) with the principal: what teachers, staff, subjects/courses, & grades you lead; to what extent you: teach, model, co-teach, observe, coach, review student work, lead improvement.
* Attend any MCL summer training; refresh through [teaching excellence](https://opportunityculture.org/instructional-leadership-and-excellence/#curricula) review.
* Add *all* to calendar: meetings of schoolwide instructional team of leaders, if any; meetings with MCL peers; meetings with principal for your coaching; meetings with your team; teaching, modeling, coaching, data review, etc.

**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.* Establish plan & routines for your team in the following areas, aligned with school plans:

[ ]  **Plan ahead & raise sights:** Plan high-standards, differentiation-ready curriculum, lessons, & interim assessments.

* Set team interim standards & growth targets, aligned with annual goals & with school across grades/levels.
* Choose engaging instructional methods with differentiation options; conduct research to improve each year.

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

* Plan to: communicate 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:** Set & follow teamwide routines to focus students on learning.

* Plan to help team: lead classrooms with a firm yet warm presence; set 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, and personalization. Use digital learning wisely.

* Plan to: set ambitious learning goals for each class *and* individual student; prepare lessons aligned with curriculum *and* student needs (“personalization”); and engage students deeply in learning.

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

* Plan to: assess learning at start of year; give assessments aligned to each lesson, unit, & annual goal; track data efficiently; collect multiple data points; generate reports; & analyze data for individual & class needs.

[ ]  **Adjust instruction to meet each student’s needs:** Adjust teaching methods, work difficulty, & assignments.

* Plan to: Collaborate with team to improve instruction rapidly for mastery & growth; & research additional interventions aligned to each student’s need as needed.

[ ]  **Share data with students & families about student growth vs. goals** students help set: Engage students!

* Plan to: continuously lead students to set own goals, track own growth, & make choices to meet goals.

**Improving with Data**

[ ]  Add all interim assessments to team calendar in advance of school year.

[ ]  Align schedule of major, interim assessments with planned reports to schoolwide instructional team of leaders.

**Summer (Before School Starts)**

***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: