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**Education Leaders’ Summary Action List**

As a leader responsible for achieving consistent instructional excellence across a team, school, or many schools, your role includes actions in each of the following areas. Here are two simple snapshots of the areas of action. Think about which areas are strengths and challenges for you and your team, and plan accordingly.

The [Principal](http://opportunityculture.org/wp-content/uploads/2016/06/Action_Planner_for_Principals_in_OC_Schools-Public_Impact.docx) and [MCL Action Planners](http://opportunityculture.org/wp-content/uploads/2016/12/Action_Planner_for_MCLs_in_OC_Schools-Public_Impact.docx) and [Instructional Leadership & Excellence web pages](http://opportunityculture.org/instructional-leadership-and-excellence/) provide far more detail and links to all resources: tools, videos, training, discussion questions and other resources. Resources on OpportunityCulture.org help you plan, communicate, implement and improve each of these areas.

## Summary Actions of Education Leaders—Take or Ensure Each Action

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Plan** | **Communicate** | **Implement** | **Improve** |
| **Communicating—early, often, & ongoing** |   |   |   |   |
| **Leading a Team*** Launch & lead—vision, goals, roles, process, people
* Build team cohesion
* Lead instructional excellence (see below)
* Support & develop individuals
* Manage yourself
 |  |   |   |   |
| **Achieving Instructional Excellence*** Plan ahead and raise sights
* Connect with students and families to cultivate a culture of learning
* Establish superior classroom leadership
* Execute rigorous, personalized lessons for mastery and growth
* Monitor student learning data during year
* Adjust instruction to meet each student’s needs
* Share data with students & families about student growth vs. goals
 |   |   |   |   |
| **Leading Across the Organization**\** Leading teachers & staff—design roles, recruit, hire, induct, train & develop, assess, advance/extend reach, pay well
* Leading operations—schedules, budgets, facilities, digital tools, instructional data systems
 |   |   |   |   |
| **Improving with Data—early, often, & ongoing** |   |   |   |   |

\*Primarily for principals, assistant principals and multi-school leaders. Educators in the Multi-Classroom Leader role lead teachers and staff as part of leading their own teams, above.