**Participant Handout - Managing Leadership Teams**

**Do Now:** Think about the best team you have ever been on - it can be work/personal/sports - anything what made it effective?

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**4 Keys to Managing Leadership Teams:**

1. Clarify everyone’s role.
2. Determine which team/s they serve on.
3. Determine each team’s purpose.
4. Decide on the frequency that the team needs to meet to accomplish that purpose.

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| Secondary Leader Name | Title | Primary Responsibilities |
| *Matt Damon* | *Assistant Principal* | * *Student Culture and Discipline* * *Coaches Middle School Math/Science Teachers* * *Parent Liaison* |
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**Possible Meeting Breakdown for Secondary School Leaders**

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| Team | Members | Purpose | Meeting Frequency |
| **School Leadership Team** | Principal, AP, Primary Operational Leader - if different than AP, Grade Level Leaders, Counselor, EC Director | * To ensure execution across the school of mission, vision, values, and priorities, and achieve the goals. * To “Model the Way” across the school and set standard * To hold other team members accountable * To provide feedback to administration from different places around the school * To manage upcoming events and ensure there is clear communication and coordination | * 1 retreat before school * 2/month during the school year at a minimum * Ad hoc as needed |
| **Instructional Leadership Team** | Any person that coaches teachers and is not a teacher themselves - this is not for mentors | * To manage and coach instruction * Make curriculum/assessment/pacing decisions * Problem solve weak teachers * Watch videos to norm * This could also be done as a walkthrough or in conjunction with a walkthrough | * Meets weekly |
| **Operations**  **Team** | Any person that is non-instructional/culture and the principal - Secretary, Data Manager, Finance, Enrollment, etc. | * To manage all big ticket non-instructional projects and make sure they are driving forward e.g., recruitment, enrollment, lottery, facilities, etc., compliance issues | * Weekly or Bi-Weekly (2x/month) |
| **Culture Team** | Principal, Discipline Coordinator, Dean of Students or AP (anyone that handles student behavior) | * To ensure everyone is communicating effectively and following systems as outlined * Review send out and referral data | * As needed |

**Your Turn - on the next page use the chart to breakdown your leadership teams, their purpose, and the meeting structure.**

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| Team | Members | Purpose and Goals | Meeting Frequency |
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***Not finance. Not strategy. Not technology. It is teamwork that remains the ultimate competitive advantage, both because it is so powerful and so rare.”***

***--Patrick Leoncini***

Year Long Manager-Direct Structures

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| Timeframe | Item | Prep Time Required | Focus |
| August/Beg of Year | First Meeting - 45-60 mins | 30 mins | * Establish expectations * Clarify goals * Identify growth areas/professional growth goals |
| Weekly/Bi-Weekly | 1on1 Meeting - 20-30 mins | 10 mins | * Celebrate Success * Look at data * Give feedback - Glows and Grow * Identify gaps and and problem solve how to close |
| As Needed (or in between MYR and Annual | 2x2 Meeting  30 mins | 30 mins | * Quick checkpoint on progress * Can be good if you need to give someone written feedback and/or if someone may be in jeopardy of being placed on an action plan |
| Dec-Feb | Mid-Year Review  45-60 mins | 60 mins | * Celebrate Success * Examine Key Data   + 360 Feedback   + Other data (student data, other outcomes) * Clarify growth areas |
| May-June | EOY Evaluation  45- 60 mins | 60 mins | * Celebrate Success * Examine Key Data * Set new goals/growth areas/PD focus for next year |

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| **Position** | **Primary Responsibilities (From Chart Above)** | **Core Goals/Metrics** | **How Evaluated** |
| Assistant Principal | * Student Culture and Discipline * Coaches Middle School Math/Science Teachers * Parent Liaison | * 80% 3s or higher on culture rubric * Reduce OSS by 20% * Reduce send outs by 25% * 90% of action steps measurable * Parent survey 90% SA/A or higher for administrative responsiveness | * Culture Inspection * OSS numbers * Referral numbers * Parent Survey * Action Step Audit |
| EC Director | * EC Compliance * EC Process * Coach 2 EC teachers | * 100% compliant on core EC items like 90 day timeline etc * 100% of IEP Goals meet criteria * 70% EC students meet IEP goals | * Internal EC Audit |
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***“Direct, personal feedback really is the simplest and most effective form of motivation.”***

***―*** [***Patrick Lencioni***](https://www.goodreads.com/author/show/11503.Patrick_Lencioni)