**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 Meeting30 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 Review45-60 mins | 60 mins | * Celebrate Success
* Examine Key Data
	+ 360 Feedback
	+ Other data (student data, other outcomes)
* Clarify growth areas
 |
| May-June | EOY Evaluation45- 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)