

Becoming the Instructional Leader of Your Building: A Critical Action Guide

Overview and Use of the Course

The following information is designed to give an overview and explain how to use the *Critical Action Guide* materials.

1. What materials are included in the [Becoming the Instructional Leader of Your Building: A Critical Action Guide](#)?

Below is a list of materials included in the *Critical Action Guide*, a link to the document, and a description of each item. The items are listed in the order of intended use.

A. **Title:** [Becoming the Instructional Leader of Your Building: A Critical Action Guide/Overview and Use of the Course](#)

Description: A brief document structured in a Q & A format that describes the purpose and use of the *Critical Action Guide*.

B. **Title:** [Becoming the Instructional Leader of Your Building: A Critical Action Guide](#)

Description: A PowerPoint presentation that emphasizes instructional leadership practices a building leader must implement to develop a building that supports a collaborative culture and focuses on effective teaching/learning practices, assessment, and using the data to make decisions about teacher instruction and student learning.

C. **Title:** [Handouts \(Activities/Resources\)](#)

Description: Handouts (activities/resources) that accompany the PowerPoint presentation and the Essential Planning Inventory.

D. **Title:** [Becoming the Instructional Leader of Your Building: Essential Planning Inventory \(EPI\)](#)

Description: A booklet that guides building leaders through a series of questions, resources, and next steps to enable leaders to address the critical actions needed to develop a building that supports a collaborative culture focused on effective teaching/learning practices, assessment, and data-based decision-making.

E. **Title:** [Building Implementation Plan](#)

Description: A template used to assist in planning professional learning events and activities referenced in the EPI.

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Overview and Use of the Course

2. What is the purpose of the *Critical Action Guide*?

The purpose of the Critical Action Guide is to serve as a “getting started” guide to assist building leaders to develop instructional leadership skills. Its focus is on the critical actions needed by a building leader to develop a building that supports a collaborative culture by working in four areas that have been shown to have a positive impact on building performance and student outcomes. Those areas include:

- Collaborative culture and climate
- Effective teaching/learning practices
- Assessment
- Data-based decision making

3. What is the intended order of use for the *Critical Action Guide*?

Step 1: Read the *Becoming the Instructional Leader of Your Building: A Critical Action Guide/Overview and Use of the Course*.

Step 2: View the PowerPoint titled *Becoming the Instructional Leader of Your Building: A Critical Action Guide*.

Step 3: Complete the *Becoming the Instructional Leader of Your Building: Essential Planning Inventory (EPI)*.

Step 4: Use the *Building Implementation Plan* in conjunction with the EPI to assist in planning future professional learning events and activities.

4. What is the *Critical Action Guide* and what is it not?

The *Critical Action Guide* is focused on the targeted actions needed by a building leader to begin developing a building that supports a collaborative culture focused on implementing highly effective teaching/learning practices and using assessment data to make informed decisions about teacher instruction and student learning. The *Critical Action Guide* aligns with and is intended to complement other Missouri Department of Elementary and Secondary Education (DESE) work in the area of leadership. The *Critical Action Guide* is not designed, nor intended, to serve as a comprehensive leadership training package; rather, it is a guide to help building leaders take initial steps critical to cultivating the instructional success of the building.

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Overview and Use of the Course

5. Who is the intended audience for the [Critical Action Guide](#)?

The intended audience for this package is building leaders. The building leader may be new to the position or have years of experience in the role. In either case, the building leader must understand and be able to take the critical actions needed to build a culture of collaboration where all staff take responsibility for the learning of all students, understand and use formative assessment together with highly effective teaching/learning practices, and use data to make decisions that inform teacher instruction and student learning.

6. How is the [Critical Action Guide](#) used by learners?

The *Critical Action Guide* may be used by an individual learner or a group of learners. A group of learners may or may not have a designated trainer/facilitator.

7. How does a building leader obtain follow-up and support related to this course?

This [Critical Action Guide](#) was developed to meet a wide range of learner needs from totally self-directed to highly directed and structured. A continuum of follow-up and support is available through the Regional Professional Development Center in your area <http://dese.mo.gov/educator-quality/educator-development/regional-professional-development-centers>.



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