**BECOMING THE INSTRUCTIONAL LEADER OF YOUR BUILDING:**

**A CRITICAL ACTION GUIDE**

**BUILDING IMPLEMENTATION PLAN**

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| **CRITERIA/ACTIVITY** | **APPROXIMATE**  **TIME NEEDED** | **IMPLEMENTATION STEPS** | **LEAD/COMPLETED BY** |
| **I:** | |  |  |
| Using the **Self-Assessment Practice Profile Workbook** <http://www.moedu-sail.org/leadership-materials/>, conduct self-assessment for the building. | 1-2 hours |  |  |
| Using the results of the self-assessment and the resources provided, develop a professional development/implementation plan for the school year. | 1-2 hours |  |  |
| All instructional staff views the **Collaborative Teams** (CT) course <http://www.moedu-sail.org/courses/collaborative-team-structures/>. | 30 minutes |  |  |
| The building forms grade level/content area collaborative teams consisting of all instructional staff (general education teachers, special education teachers, special subject teachers). | 20-30 minutes |  |  |
| **II:** | |  |  |
| All instructional staff complete training on **School-Based Implementation Coaching** <http://www.moedu-sail.org/school-based-implementation-coaching-materials/>**.** | 1 hour |  |  |
| **III:** | |  |  |
| **Effective Teaching/Learning Practices**  **(see ETLP/universal support/academic** at <http://www.moedu-sail.org/mtss-facilitator-materials/>)  All instructional staff will:   1. Select a teaching/learning practice to learn and implement building wide 2. Complete training on selected effective teaching/learning practice | 2 hours |  |  |
| **IV:** | |  |  |
| Building leader participates in all staff training on foundational, **effective teaching/learning practices** **(see ETLP/universal support/academic** at <http://www.moedu-sail.org/mtss-facilitator-materials/>)and ***Becoming the Instructional Leader of Your Building: A Critical Action Guide*** <http://www.moedu-sail.org/leadership-materials/> training provided by the RPDC or other external trainer. | Time will vary |  |  |
| **V:** | |  |  |
| All instructional staff will support one another by completing at least two peer observations and feedback using training received from **School-Based Implementation Coaching** package <http://www.moedu-sail.org/school-based-implementation-coaching-materials/>. | 1-2 hours per observation and corresponding feedback |  |  |
| **VI:** | |  |  |
| Using RPDC consultant or developing and implementing your own professional development plan and training resources (<http://www.moedu-sail.org/effective-mtss-systems/> for interactive learning and <http://www.moedu-sail.org/mtss-facilitator-materials/> for facilitator materials) and your building implementation plan, ensure all staff are trained on:   * **Data-Based Decision Making for Teacher Teams**   (All 11 Sections)  <http://www.moedu-sail.org/courses/data-based-decision-making/> (interactive course)  <http://www.moedu-sail.org/mtss-facilitator-materials/> (facilitator materials)   * **Collaborative Teams** (Sections A-H)   <http://www.moedu-sail.org/courses/collaborative-team-structures/> (interactive course)  <http://www.moedu-sail.org/mtss-facilitator-materials/> (facilitator materials)   * **Common Formative Assessments** (Sections 1-3, then 4-6)   <http://www.moedu-sail.org/courses/common-formative-assessment/> (interactive course)  <http://www.moedu-sail.org/mtss-facilitator-materials/> (facilitator materials) | DBDM: 6-8 hours  CT: 2-3 ½ hours  CFA: 10 ½-12 ½ hours |  |  |
| **VI:** | |  |  |
| Using the fidelity checklists and the practice profiles, monitor and evaluate school-wide (individual teachers, collaborative teams) implementation of:   * **Data-Based Decision Making for Teacher Teams**   <http://www.moedu-sail.org/dbdm-materials/>   * **Collaborative Teams**   <http://www.moedu-sail.org/collab-teams-materials/>   * **Common Formative Assessments**   <http://www.moedu-sail.org/cfa-materials/>   * **Selected Effective Teaching/Learning Practice**   (see ETLP/universal support/academic at<http://www.moedu-sail.org/mtss-facilitator-materials/>)    Note: This may be done through use of paper forms or electronically through the self-assessment tool. | Time will vary depending upon size of staff |  |  |
| **VII:** | |  |  |
| All grade levels administer a minimum of 5 formative assessments aligned to the Missouri Learning Standards and retest as needed. | Time will vary |  |  |
| **VIII:** | |  |  |
| All instructional staff participates in a minimum of monthly collaborative team meetings to which they are assigned. | Time will vary |  |  |
| **IX:** |  |  |  |
| Any other activities identified by building as needed to effectively implement foundational instructional practices. |  |  |  |

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