

School Leadership Team (SLT) Selection Guidance

The purpose of this document is (1) to outline preferred skills, roles, and responsibilities for individuals mutually agreeing to participate on a School Leadership Team (SLT); (2) assist district leaders in determining who to recruit and mutually select to participate on the SLT.

Team Description

The School Leadership Team meets to focus on the following:

- Build and maintain an implementation infrastructure to support staff in their use of effective innovations (EIs)
- Engage in data analysis and problem solving
- Create implementation plans based on data and needs generate during team meetings
- Ensure communication amongst different groups/ teams within the school and across the district

A school leadership team is of functional size and is representative of cross-departmental perspectives (e.g., lower/upper grades, departments, general/special ed).

Team membership includes an administrator, coach, general team members and a family member. For High Schools, the team also includes student representation.

When selecting SLT Members, select individuals with the following:

- Qualifications and skillsets necessary for the role
- Expertise in behavior
- Knowledge of academic patterns
- Sufficient time (i.e., consider participation on other school or district teams)

In addition, consideration should be given to prioritizing individuals who do not require a substitute.

Qualifications and Skills

Individuals who demonstrate the following qualifications and skills are likely to be successful as members of a school leadership team:

- Ability to meet timelines for completion of projects, tasks, and activities
- Ability to manage multiple projects
- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback
- Punctual
- Effective communication skills
- Fluent and effective use of technology
- Successful experience with data analysis and use

Responsibilities

School Leadership Team Members are responsible for:

- Viewing the use of an effective innovation from a school-wide lens
- Regular attendance at School Leadership Team professional learning sessions and monthly meetings
- Prompting the use of district processes / procedures that will be used across all schools to support high-quality use, scale-up, and sustainability of effective innovations, including:
 - Effective Innovation Review, Selection, and De-Selection Process
 - Effective Innovation Alignment Process
 - Coaching System to ensure schools have access to high-quality coaching supports as they learn to use effective innovations
 - Communication Plan and Barrier Removal Process
- Plan and coordinate implementation efforts within the school
 - Develop and use of an Implementation Plan to guide the team's efforts
 - Develop systems and structures to support staff in high-quality use of selected effective innovations
 - Develop resources needed to support the implementation of a multi-tiered system of support (MTSS) framework within the school
- Regular analysis of school data (fidelity data, student outcome data, summative assessment) to identify successes, precise problem statements, contributing factors, and a plan to address needs
- Collaborating with team members and other school staff whose work supports the school's use of effective innovations
- Accurately and effectively communicate information to and from district and school groups / teams and staff

Estimated Time Allocation

The time commitment for School Leadership Team members will be greater during installation. As the school moves beyond installation, the SLT will no longer be attending MiMTSS professional learning sessions.

Minimum time allocation during installation is approximately 1-2 days per month, in addition to the number of days required for professional learning sessions.

Time allocation includes, but is not limited to, the following activities:

- Attendance at MiMTSS SLT Professional Learning Sessions
- Monthly SLT Meetings

Recruitment

There are two options for recruitment of staff. One option is the development of a job posting, aligned to the job description for the role, followed by an application process.

The second option is identifying existing staff who possess the necessary qualifications and skills outlined in the job description, have adequate time to complete responsibilities and may be interested in the role.

Directions: Document the option that will be used for recruitment, as well as any additional guidelines for how staff will be recruited for the School Leadership Team.

Selection

There are two options for selecting a School Leadership Team. One is to engage in a formal selection process, using a set of standard questions to examine the candidates' strengths and areas needing further learning and practice.

A second option is to have a formal conversation with the potential members to discuss the role, answer any questions, and secure a mutual commit to fulfill the role.

Directions: Document the option that will be used for selection, as well as any additional selection decisions. If candidates will engage in a formal selection process, develop a standard set of selection questions.

Post-Selection

Following selection, the School Leadership Team will need additional support to ensure they have the skills necessary to fulfill the role. MiMTSS TA Center will provide professional learning to the team following an established scope and sequence. School leadership team coaches will provide coaching to support them in their role.

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