School Leadership Team (SLT) Operating Procedures

This document will assist School Leadership Teams participating in targeted technical assistance in establishing effective team structures and can be leveraged for orienting new members to the team.

Date:

School Coach(es):

Team Member(s):

Meeting schedule (date, time, location): (list schedule below)

Team Purpose: (adjust to reflect team wording if necessary)

School Leadership Team meets to focus on the following:

- Build and maintain an implementation infrastructure to support staff in their use of innovations like the reading components of an MTSS framework
- Engage in data analysis and problem-solving
- Create action plans based on data and needs generated following team meetings
- Ensure communication amongst the different groups/teams across within the school and to the district

Team Representation:

Outline which role and/or groups of staff each team member represents in the table below. (select roles/groups from the list below).

- Administrator
- Coach
- Individuals with behavioral expertise
- Individuals with knowledge of academic patterns
- Representation (e.g. lower/upper grades, departments, general/special ed)
- Family Member(s)

Table 1. Team Representation

Name	Role(s)/Group(s) Represented

Team Member Roles:

Table 2. School Leadership Team Member Roles

Roles	Name	Email and Phone Number
Primary Facilitator		
Back-up Facilitator		
Primary Recorder		
Back-up Recorder		
Primary Time Keeper		
Back-up Time Keeper		
Primary Data Analyst		
Back-up Data Analyst		

Team Agreements/Norms:

Record your team's 3-5 agreed upon norms.

SLT Agenda:

An agenda template is used by the SLT to develop monthly meeting agendas. Ensure the agenda template includes the components listed below. *Include the team's agenda template link.*

Agenda Template includes:

- Date, Time, Location
- Roles and Norms
- Process for Updating Absent Team Members

Standing Agenda Topics: Review agenda and action items, Implementation challenges, Implementation Plan, Data collection and use, Communication from group/teams, Communication to groups/teams, Meeting wrap-up

Additional Agenda Topics: Professional learning preparation, deepening team knowledge, Completing the R-TFI, and planning for collecting and sharing school-wide data

MTSS Implementation Plan:

Include the MTSS Implementation Plan template [insert link].

SLT Document Storage:

Record details regarding how SLT documents will be organized and stored.

Location:

Individual(s) Responsible for Maintaining:

Folder Organization:

SLT Communication Plan

Table 5. Communication Plan Template

School Groups/Teams	Information School Groups/Teams gather to send to SLT	SLT Information to Disseminate	Designees	Timeline	Method (e.g., written)
Insert school team	Team inserts information they will gather	SLT information they will disseminate following meetings and/or receipt of communication from the school team	School team designee: SLT designee:	Insert number of days for when communication will be provided following meetings	Insert
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