

Regulation: Instructional Leadership Teams

Each school in Mapleton Public Schools will form and maintain an Instructional Leadership Team to implement the action planning cycle. This cycle will serve as the fundamental manner in which Mapleton Public Schools will identify organizational or educational challenges that need to be resolved to ensure high-level teaching and learning. The membership, schedule, and responsibilities are outlined as follows:

Membership

All members of the school's Instructional Leadership Team will have the sensitivity, grit, and knowledge to lead the school to a markedly improved state. As a group of leaders, they commit to proactively, efficiently, and regularly working through issues that impede progress to improve student achievement in their school.

The school director is responsible for the formation and leadership of the Instructional Leadership Team. The director must:

- Assume responsibility for the selection of members of the instructional leadership team. An application process will be used annually. Membership decisions are the sole responsibility of the director.
- Assume responsibility for determining meeting schedule and preparation of the agenda for meetings.
- Assume responsibility for full participation in the team. The director will distribute leadership to include equity of voice, responsibility, and action for all members.
- Assume responsibility for removal of members unable to fulfill their duties as described below.

Teachers selected for membership must:

- Be committed to collaborating with school leadership to work towards school-wide change and improvement outside of their regular classroom duties.
- Be open to making changes in their own instructional practices and serve as a model for colleagues.
- Exhibit effective leadership and interpersonal skills.
- Is reliable and assumes responsibility for full participation in the team.

Instructional leadership team size is determined by the school director based on the needs of the school with a minimum of 6 members and a maximum of 12 members. Members include:

- School Director (required)
- Assistant Director (strongly suggested)
- Instructional Guide (strongly suggested)
- Teacher leaders (required)

- Teacher leaders may represent major school initiatives, programs, grade levels, or grade-level groups.
- Other certified school personnel (counselors, media specialists, etc.)

Meeting Schedule and Operation

- Teams will meet a minimum of 2-4 hours per month, preferably twice per month.
- Team members will agree to work norms at the beginning of each school year and revisit frequently with revisions made as needed.
- Team members will assign individual roles and responsibilities for each meeting:
 - Facilitator
 - Notetaker (takes notes including assigned next steps for team members)
 - Timekeeper
 - Process observer

Team responsibilities

- Develop short-term and long-range goals based on the annual school improvement plan.
- Monitor implementation of annual school-wide goals and action plan through a well-articulated accountability plan.
- Determine what data will be reviewed on an ongoing basis and establish a consistent protocol for reviewing such data.
- Select appropriate data points that inform progress toward annual goals.
- Determine the use of professional development time aligned to goals and identified needs based on data.
- Reflect on the effectiveness of professional learning and collaborative planning time to ensure cohesion with other schools, district, and state initiatives.
- Ensure team decisions are made in line with the school's mission and vision.
- Craft and deliver clear messages to internal school audiences and external school community.

Decision-Making

- Each team is to identify a decision-making model at the first meeting that will be utilized by the team throughout the year.
- Using this decision-making model, once decisions are made, the team should determine how the decision will be communicated.