**Tool # 2 –** Use with Tool # 1

**CULTURE**

1. How will you communicate your instructional focus to your staff?
2. What is the make-up of your leadership team? Where do you think they need the most support?
3. How will you foster leadership qualities in your team?
4. As a team, have you calibrated and completed a data analysis exercise? What did the team have to address to ensure that all members were on the same page?
5. Was the leadership team fully involved in developing the common assessments with the staff? Explain the process you used.
6. How well does your staff know your vision for data driven instruction? How do you know?
7. Does your staff understand why the school has developed this vision? How do you know?
8. Does your staff understand their level of involvement with this process? How did you communicate this?
9. How prepared is the staff to use inquiry and data to guide their instruction? Do they actually use data? How do you know?
10. What process did you use to develop the PD plan for staff? What is the focus?
11. How will you assess the impact of PD on student achievement?
12. Do you have a school-wide calendar that includes all assessment AND PLC dates?
13. Is this calendar posted in a central calendar?
14. Have you identified an individual (usually an AP) who is the keeper of this calendar and the only one who can make changes?
15. How will you organize the learning environment to support learning and instructional planning?

**ASSESSMENTS**

1. Do the common assessments include the same questioning formats and level of rigor as the state tests?
2. What process did you use to ensure that all staff used consistent grading rubrics?
3. Explain how your leadership team is working with those teachers who have a high failure rate? How are you monitoring this process?

**ANALYSIS**

1. What process did the leadership team use to prioritize data focus for this year? What would you do differently next year?
2. What are your challenges to effective data usage?
3. Is there a clear protocol that is consistently used to analyze data? Describe it.
4. Is the staff engaged in error and item analysis when working with data? How do you know?
5. To what extent have specific programs/services improved student performance? (FLP, Parent resource centers etc.)\*
6. What is the performance trend of a specific cohort of students?\*
7. Where are we making the most progress in closing the achievement gap?\*

**ACTION**

1. Explain all the support you have in place to foster collaboration among your staff.
2. Describe the components that must be included in an action plan for instructional interventions?
3. How much instructional support will teachers need (for example: for students below grade level in reading vocabulary)?\*

**MONITORING**

1. How do you monitor PLCs and interventions during instruction?
2. Describe your system of reviewing and monitoring lesson plans. What are the staff strengths and weaknesses in this area?
3. Share how you are working with a teacher to improve lesson plans.
4. Share how you are using peers support to improve instruction.
5. How do you, as the school leader have a deep understanding of how each grade level is doing?
6. How are students engaged in their own learning goals?

\*From Answering the Questions That Count: Ronka, Lachat, Slaughter and Meltzer