**Roles and Responsibilities Template**

**Purpose**: The Roles and Responsibilities template will help the school team identify who needs to be involved in a strong reflection on school plan implementation during the school year. Using the template will help teams identify the roles for each team member at the reflection meetings.

**Directions**: Across the top of this template, define the leadership roles you need to facilitate strong reflection on school plan implementation. Down the left-hand column, identify the major leadership roles that need to be accounted for in order for your reflection to be successful. Then under each column, articulate who should be present and mark the roles they should play in the meeting. An example and blank template have been provided.

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| --- | --- | --- | --- | --- | --- |
|  Meeting Role | *Principal Supervisor* | *Principals* | *School Leadership Team* | *Teachers* | *Parents* |
| Facilitate Reflective Conversation  | X |  |   |  |   |
| Provide overview of progress |  | X |  |  |  |
| Bring Data to Meeting |  | X |  |  |  |
| Reflect on progress |  | X | X | X | X |
| Provide recommendations for improvements |  |  | X | X | X |
| Make decisions on next steps |  | X | X |  |  |
| Provide support on next steps | X |  |  |  |  |

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|  Meeting Role |  |  |  |  |  |
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**Scheduling Template for School Plan Check-ins**

**Purpose**: The scheduling template can be used to schedule check-ins across the school year and to house notes on the reflections that occurred in each meeting. The first is an example of what this could look like.

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| Example Elementary School |
| August 9, 2022 | October 25, 2022 | January 3, 2023 | March 28, 2023 | May 23, 2023 |
| Reviewed established goals. Agreed to reflect on progress towards the following benchmarks in next check-in: Xxxxxxx, xxxxxx, xxxxx |  |  |  |  |

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| School Name |
| Check-in Dates |  |  |  |  |
| Notes |  |  |  |  |
| School Name |
| Check-in Dates |  |  |  |  |
| Notes |  |  |  |  |
| School Name |
| Check-in Dates |  |  |  |  |
| Notes |  |  |  |  |
| School Name |
| Check-in Dates |  |  |  |  |
| Notes |  |  |  |  |
|  |