

OISM District Leadership Team OISM Implementation Self Assessment and Planning Tool

DRAFT

PURPOSE OF THE TOOL

The purpose of this tool is to guide the work of OISM District Leadership Teams. The items represent actions and responsibilities of the team in the following areas:

- Team Functioning
- Coordination & Coaching Capacity
- Funding
- Visibility
- District & School Board Support
- Training Capacity
- Partnerships
- Networking
- Evaluation & Continuous Improvement for Sustainability

The shaded items represent priorities for planning.

HOW TO USE THE TOOL

There are a variety of processes that could be used for completing the tool. It is important for all members of the team to understand the items in the tool so they understand the purpose and expectations of the team. All team members should have input into the discussion and decision about ratings on the items as in place, partially in place or not in place. However, the discussion itself is more important than the actual rating. If the consensus of the team is that the action described in an item is clearly and solidly in place, the “Yes” column should be checked. If the team agrees that some element of the item is missing or could be improved or expanded, the “Partial” column should be checked. If the item is not currently in place in the district, the “No” column should be checked.

Items that the team agrees are not in place, as well as those that are partially in place, should become priorities for team planning. The “What”, “Who” and “When” columns should be filled out as a beginning to that planning and can become the basis for the district Action Plan. Consider this tool as a worksheet for planning the Action Plan.

The tool should be completed at least once a year, but could also be used in the fall and spring of the same year to track progress toward full implementation of OISM.

This tool is adapted from the work of Sugai, Horner & Todd.

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5-23-06

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District Leadership Team Actions and Responsibilities in Collaborative Strategic Planning		In Place Status			What?	Who?	By When?
		Yes	Partial	No			
District Leadership Team Functioning	1. The District Leadership Team includes representatives from key stakeholder participants such as superintendent, curriculum director, special education director/PPD, regular & special education teachers, families, principals, coaches, agencies, SERRC consultant.						
	2. The District Leadership Team determines how many schools will be involved in the initial implementation and plans for bringing additional buildings into the initiative.						
	3. The District Leadership Team completes a self assessment at least annually.						
	4. The District Leadership Team defines a regular meeting schedule and meeting process (agenda, minutes, roles, etc).						
	5. District Leadership Team members can articulate the rationale and features of the OISM model and promote it.						
	6. The District Leadership Team uses Collaborative Strategic Planning to develop a prevention-oriented, data-based action plan that informs the CCIP/Strategic Plan.						
	7. The District Leadership Team integrates existing district-level leadership structures with OISM.						

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District Leadership Team Actions and Responsibilities in Collaborative Strategic Planning		In Place Status			What?	Who?	By When?
		Yes	Partial	No			
	EVIDENCE/DATA SOURCES::						
Coordination & Coaching Capacity	8. Coordination responsibilities are assigned.						
	9. The District Leadership Team Coordinates communication between the team and Coaches.						
	10. The District Leadership Team coordinates the work of buildings so that building action plans inform the district action plan.						
	11. The District Leadership Team has developed a coaching network that builds and sustains OISM.						
	12. A Coach is available to meet at least monthly with each school team.						
	EVIDENCE/DATA SOURCES::						
Funding	13. Funding sources are in place to initiate & sustain OISM and are integrated into the CCIP.						

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District Leadership Team Actions and Responsibilities in Collaborative Strategic Planning		In Place Status			What?	Who?	By When?
		Yes	Partial	No			
	EVIDENCE/DATA SOURCES::						
Visibility	14. Dissemination strategies are identified & implemented to ensure that stakeholders are kept aware of activities & accomplishments (e.g. website, newsletter, conferences, etc.)						
	EVIDENCE/DATA SOURCES::						
District & School Board Support	15. Raising achievement and closing the achievement gap are among the top five goals for the school board.						
	16. The District Leadership Team reports to the school board at least annually on the activities & outcomes related to student outcomes.						
	17. District policies are examined for alignment with OISM and revised as needed.						
	18. The superintendent participates in and supports implementation of OISM.						
	19. The legal implications of district policies are examined.						

District Leadership Team Actions and Responsibilities in Collaborative Strategic Planning		In Place Status			What?	Who?	By When?
		Yes	Partial	No			
Training Capacity	EVIDENCE/DATA SOURCES::						
	20. The District Leadership Team has established trainers to build & sustain OISM practices.						
	21. The District Leadership Team supports Coaches to receive training and to plan and provide training to those in the district by providing time and materials.						
	EVIDENCE/DATA SOURCES::						
Partnerships	22. District coaches and members of the District Leadership Team partner with SERRC for professional development, technical assistance, and capacity building.						
	23. District initiatives are integrated and external partners are oriented to OISM (i.e. RSIT, IHEs, agencies).						
	24. New initiatives are evaluated for alignment with OISM.						
	EVIDENCE/DATA SOURCES::						

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District Leadership Team Actions and Responsibilities in Collaborative Strategic Planning		In Place Status			What?	Who?	By When?
		Yes	Partial	No			
Networking	25. Schools considered “high implementers” mentor novice schools through community of practice and networking opportunities.						
	EVIDENCE/DATA SOURCES::						
Evaluation & Continuous Improvement for Sustainability	26. The District Leadership Team develops an evaluation process for assessing (a) the extent to which schools are using OISM, (b) the impact of OISM on student outcomes, & (c) the extent to which the District Leadership Team’s action plan is implemented.						
	27. School-based information systems are in place for data collection and evaluation.						
	28. At least quarterly the district supports dissemination, celebration & acknowledgement of outcomes & accomplishments.						
	29. The district participates in regional and state OISM evaluation.						
	30. Examination of school data informs ongoing action planning related to district support to buildings.						
	31. Aggregate and disaggregated academic and behavior data are used in Collaborative Strategic Planning to design and write the CCIP.						
	32. The District Leadership Team supports building teams to examine the extent to which Key Features of OISM are in practice and promotes programs & practices that are consistent with SBR & proven practices.						

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	Yes	Partial	No			
EVIDENCE/DATA SOURCES::						