

## Figure 2.3: Administrator Learning-Focus Planning Tool

**Directions:** Reflect on the following questions to make a leadership plan focused on learning.

1. How will you routinely engage in classroom walkthroughs? How many classrooms will you visit each week?
2. How will teachers get formative feedback on their instruction?
3. When will you expect collaborative teams to meet each week (for at least one hour)? How will you monitor the work of collaborative teams and provide feedback to teams?
4. How often will the guiding coalition or learning team meet? How will you ensure team members focus on leading learning at each meeting?
5. When will you meet with your administrative team or instructional learning team (instructional coaches) each week?
6. When during the week will you address questions 1–5? Put each learning-focused action on a weekly planner.
7. How will your actions and conversations show staff and community members your relentless commitment to learning?