

## Prioritization Process

**Directions:**

1. Describe the equity-centered initiative at the top of Part I.
2. In the left column, review or edit each criterion and assign a weight to its importance (sample weights can be left as is or modified).
3. Evaluate the initiative against each criterion using the guiding questions in the center column and assign a rating on the scale in the right column.
4. Multiply the weight assigned in the left column by the rating assigned in the right column.
5. Add the values together and write the total in the bottom row.
6. Repeat this process for all key initiatives in your organization before completing Part II: Initiative Prioritization Rubric.

**Part I: Individual Initiative Evaluation**

Equity-Centered Initiative:		
<b>Criteria and Weight</b>	<b>Guiding Questions</b>	<b>Rating Scale</b>
Strategic Alignment Weight = 2	<ul style="list-style-type: none"> <li>• To what extent is the project aligned with existing district frameworks or strategic plans <i>to advance equity?</i></li> <li>• To what extent is the project aligned with the department or site's <i>equity-driven</i> vision, mission, and goals?</li> </ul>	0 = Unsure 1 = Does not align 2 = Some alignment 3 = Full alignment
Connection to Other Initiatives Weight = 2	<ul style="list-style-type: none"> <li>• To what degree does the project intersect with or support other district <i>equity-related</i> initiatives?</li> <li>• To what degree will the project lay a foundation to support future <i>equity-related</i> initiatives?</li> </ul>	0 = Unsure 1 = None; stands alone 2 = Intersects; supports some 3 = Intersects; supports all
Learning Outcomes Weight = 3	<ul style="list-style-type: none"> <li>• How does the data support why this initiative is needed to <i>mitigate performance gaps between students?</i></li> <li>• To what extent will the project improve <i>equitable conditions for student learning?</i></li> <li>• To what extent will this initiative <i>equitably impact students throughout the district?</i></li> </ul>	0 = Unsure 1 = Low impact 2 = Medium impact 3 = High impact
Support From Stakeholders Weight = 2	<ul style="list-style-type: none"> <li>• What is the level of <i>support and understanding about the need to execute this initiative to expand equity throughout the district from the following constituents?</i> <ul style="list-style-type: none"> <li>◆ Students</li> <li>◆ Parents</li> <li>◆ Superintendent or senior cabinet</li> <li>◆ Governing board</li> <li>◆ Employee associations</li> <li>◆ Community</li> </ul> </li> </ul>	1 = Unknown or weak level of support or understanding 2 = General support and understanding 3 = High level of support and understanding

## REPRODUCIBLE

Criteria and Weight	Guiding Questions	Rating Scale
Timing or Readiness Weight = 2	<ul style="list-style-type: none"> <li>• What is the level of urgency of the <i>inequity being resolved</i>?</li> <li>• To what degree is the district ready for this initiative?</li> <li>• To what degree is this the right time for this initiative?</li> </ul>	1 = Not ready; too early to tell 2 = Adequately prepared; good timing 3 = Totally prepared; perfect timing
Required Service Weight = 2	<ul style="list-style-type: none"> <li>• Is the initiative required to meet legal, compliance, regulatory mandates, or remedy <i>racial or ethnic injustices</i>?</li> <li>• Does it fulfill a moral or ethical obligation to <i>disenfranchised students and families</i>?</li> <li>• Will the initiative respond to <i>concerns or issues raised by diverse groups of staff, students, or parents</i>?</li> </ul>	1 = Not required or mandated 2 = Not required but has ethical value 3 = Required; mandated by law
Costs and Resources Weight = 2	<ul style="list-style-type: none"> <li>• What are the costs and benefits of the project?</li> <li>• <i>How will we predict and measure impact on intended outcomes for underserved students?</i></li> <li>• What are the other resources, other than money, needed to sustain <i>long-term improvements</i>?</li> </ul>	0 = Unsure 1 = High cost, low impact 2 = Low cost, low impact 3 = High cost, high impact 4 = Low cost, high impact
Total Score		

**Part II: Initiative Prioritization Rubric**

Proposed District or School Initiatives	Total Score From Part I	Implementation Timeline
Initiative one:		<input type="checkbox"/> Immediately <input type="checkbox"/> Within three to six months <input type="checkbox"/> Within seven to twelve months <input type="checkbox"/> Beyond twelve months
Initiative two:		<input type="checkbox"/> Immediately <input type="checkbox"/> Within three to six months <input type="checkbox"/> Within seven to twelve months <input type="checkbox"/> Beyond twelve months
Initiative three:		<input type="checkbox"/> Immediately <input type="checkbox"/> Within three to six months <input type="checkbox"/> Within seven to twelve months <input type="checkbox"/> Beyond twelve months
Initiative four:		<input type="checkbox"/> Immediately <input type="checkbox"/> Within three to six months <input type="checkbox"/> Within seven to twelve months <input type="checkbox"/> Beyond twelve months
Initiative five:		<input type="checkbox"/> Immediately <input type="checkbox"/> Within three to six months <input type="checkbox"/> Within seven to twelve months <input type="checkbox"/> Beyond twelve months