

School Leadership Team (SLT) Selection Guidance

The purpose of this document is (1) to outline preferred skillsets, roles, and responsibilities for individuals mutually agreeing to participate on a School Leadership Team (SLT); (2) assist district leaders in determining who to recruit and mutually select to participate on the SLT.

Role of the School Leadership Team

The school leadership team meets to focus on the following:

- Build and maintain an implementation infrastructure to support staff in their use of effective innovations (EIs)
- Engage in data analysis and problem-solving
- Create action plans based on data and needs generated following team meetings
- Ensure communication amongst different groups/ teams within the school and across the district

Team Composition

A school leadership team is of functional size and is representative of cross-departmental perspectives (e.g. lower/upper grades, departments, general/special ed).

Team membership includes an administrator, coach, general team members and a family member. For High Schools, the team also includes student representation.

When selecting SLT Members, select individuals with the following:

- Qualifications and skillsets necessary for the role
- Expertise in behavior
- Knowledge of academic patterns
- Sufficient time (i.e. consider participation on other school or district teams)

In addition, consideration should be given to prioritizing individuals who do not require a substitute.

Qualifications and Skillsets:

Individuals who demonstrate the following qualifications and skills are likely to be successful as members of a school leadership team:

- Ability to meet timelines for completion of projects, tasks, and activities
- Ability to manage multiple projects
- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback from individual(s) assigned to support the School Leadership Team
- Timeliness
- Effective communication skills
- Successful experience with data analysis and use

Responsibilities:

School Leadership Team Members are responsible for:

- Viewing the use of an effective innovation from a school-wide lens
- Regular attendance at School Leadership Team professional learning sessions and monthly meetings
- Prompting the use of district processes / procedures that will be used across all schools to support high-quality use, scale-up, and sustainability of effective innovations, including:
 - Effective Innovation Review, Selection, and De-Selection Process
 - Effective Innovation Alignment Process
 - Coaching System to ensure schools have access to high-quality coaching supports as they learn to use effective innovations
 - Communication Plan and Barrier Removal Process
- Plan and coordinate implementation efforts within the school
 - Develop and use of an Implementation Plan to guide the team's efforts
 - Develop systems and structures to support staff in high-quality use of selected effective innovations
 - Develop resources needed to support the implementation of a multi-tiered system of support (MTSS) framework within the school
- Regular analysis of school data (fidelity data, student outcome data, summative assessment) to identify successes, precise problem statements, contributing factors, and a plan to address needs
- Collaborating with team members and other school staff whose work supports the school's use of effective innovations
- Accurately and effectively communicate information to and from district and school groups / teams and staff

Estimated Time Allocation:

The time commitment for School Leadership Team members will be greater during installation. As the school moves beyond installation, the SLT will no longer be attending MiMTSS professional learning sessions.

Minimum time allocation during installation is approximately 1-2 days per month, in addition to the number of days required for professional learning sessions.

Time allocation includes, but is not limited to, the following activities:

- Attendance at MiMTSS SLT Professional Learning Sessions
- Monthly SLT Meetings
- Completion of assigned action items

Michigan's MTSS Technical Assistance Center is funded by the Michigan Department of Education and the U.S. Department of Education, Office of Special Education Programs.