

# IS YOUR SCHOOL FUTURE READY?

## The Instructional Leadership for the Uncharted Future Audit Tool

By: Dr. Donna Vallese, PCC



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### **Why This Tool Was Created**

Schools and districts are now preparing students for many jobs in the future that we cannot even imagine. In an information world with AI (artificial intelligence), it is imperative that we future proof our schools that have been struggling to keep up with technology advances. Our learners have drastically changed over the past decade but our schools have struggled to keep pace with the needs.

We know how much is on the plates of school and district administrators. It is easy to fall into the trap of managing rather than leading, and it is also challenging to prioritize getting into classrooms and leading instruction when you have so many other things to worry about. At Inspiring Leaders, we want to help ensure that you are able to focus on the things that are the most impactful for student learning - teaching, learning, and how instruction is led throughout your school and/or district.

### **Research-Based Strategies**

Whether you are leading a full turnaround of your school or are just working on fine-tuning some areas, the strategies that you use are critical. We have created this assessment in a way that identifies the most important practices for instruction and leadership that will help you create a strategic plan that leverages the research on andragogy, pedagogy, leadership studies, coaching practices and how humans learn best. While you will always have choices in how you approach the work that you do, we help take the guessing out of what might work best for your organization.

### **Why and How to Use this Audit Tool**

Educational Leadership and Teaching are two of the most complex professions there are since education is a social science. It is recommended that you work with a team on auditing the instructional leadership in your organization because it is difficult to know answers to everything. In addition, you may even want to involve teachers and students in this audit for best results.

This tool is organized into multiple facets of impactful Instructional Leadership are bucketed into broad categories with several questions designed to spark reflection and discourse for your team. We purposefully did not focus on budgets, paperwork, discipline, family engagement, and other things that are also important in a school. We purposefully focused on things that are directly related to how healthy your learning environment and instructional leadership is by focusing on the areas that we know can be the hardest things to make time for but more often than not can make the biggest difference for any school or district.

We recognize that this tool is lengthy and may seem overwhelming. Inspiring Leaders offers services to conduct this audit for your organization. You can schedule a call anytime to discuss options. In addition, if you have feedback for us on this audit, we would love to hear it. We strive to continuously improve the work we do.

Once you have gotten through this audit, we would love to connect with you to hear about your experience and to help you think through some possible next steps.

## Instructions

Read each category and question.

Determine which leaders, teachers, and students you will involved on the audit team.

Rate your school/district on how well you are achieving each question. (Your team may need to have some dialogue).

**1** = We are not achieving this at all **OR** We do not know

**3** = We have been making gains in this area and we have work to do

**5** = We are a model school/district at achieving this

*Note: Do not get hung up on a number. There are no right or wrong answers - be as honest and thorough as you can. Honesty will only help you plan your next steps in the end.*

For each category, average your scores for all of the questions.

Identify your school/district's (1) Strengths and (2) Areas for Growth.

Identify your action steps to improve in critical areas.

Share your results and feedback with Dr. Donna and schedule a Strategy Call.



Book a FREE Strategy Call with Dr. Donna:

[bit.ly/strategy-w-DrDonna](https://bit.ly/strategy-w-DrDonna)

## The Instructional Leadership for the Uncharted Future - Audit Tool

Meaningful, Engaging, and Equitable Curriculum and Instruction	Score 1-5
Is your current curriculum designed to be meaningful and relevant to students' lives and experiences?	
Do instructional methods used by all teachers actively and cognitively engage all students in the learning process?	
Is your curriculum and instruction designed to ensure equitable access and outcomes for all students, regardless of background or ability?	
Do students have multiple opportunities to engage in dialogue, discussion, and collaboration for their learning every single day in every class period?	
When asked, can students explain what they are learning and why they are learning it at any given time?	
Is your curriculum written in a manner that clearly identifies the skills all students must demonstrate?	
Does your curriculum and instruction by all teachers allow voice and choice in how skills, understanding, and knowledge are demonstrated?	
Is your curriculum written in a manner that promotes high levels of cognitive engagement and exploration of content rather than memorization of information?	
Does your curriculum focus on the use of performance-based assessment rather than passing tests?	
Do your grading practices focus on student learning or student completion?	
Do your grading practices make it clear to students and families what the students strengths and areas of growth are?	
Do you regularly assess and adjust your curriculum and instruction to meet the diverse needs of your students?	
Do all teachers involve students in co-creating their learning experiences and goals?	
Do you have policies in place for regular integration of technology, AI, and other tools to ensure students have the technical skills they need to be successful in any career?	
Do all teachers use daily or weekly data to tailor instruction to student needs and flexibly group students regularly?	
<b>AVERAGE SCORE</b>	

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Feedback Practices and Coaching Techniques	Score 1-5
Do you regularly provide specific and actionable feedback to teachers after observing their instruction when it is not a formal evaluation?	
When delivering feedback, do you include strengths and areas for improvement?	
Do you regularly use research-based coaching techniques to support educators in improving their instructional practices?	
Have leaders and instructional coaches (or other teacher supports) had training in how to coach educators effectively?	
Do you actively seek feedback from teachers on your coaching methods to ensure they are effective?	
Do you use a variety of coaching strategies tailored to individual teacher needs to maximize their growth?	
Are you adept at fostering a culture of continuous improvement through feedback and coaching in your educational setting?	
<b>AVERAGE SCORE</b>	

Strategic Planning, Goal Setting, and Accountability Structures	Score 1-5
Do you have a clearly defined strategic plan in place for your instructional leadership goals?	
Are your goals for instructional leadership specific, measurable, achievable, relevant, and time-bound (SMART)?	
Are your accountability structures transparent and effectively communicated to all stakeholders involved in instructional leadership?	
Are your accountability structures implemented consistently?	
Do you regularly review and adjust your accountability structures to ensure progress towards your instructional leadership goals?	
Do you hold yourself and others accountable for meeting instructional leadership targets consistently?	
Are individual teacher goals aligned with the building leader's goals?	
Are the building leader's goals aligned with the district leader's goals?	
<b>AVERAGE SCORE</b>	

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Teacher Empowerment and Professional Development	Score 1-5
Do you actively involve teachers in decision-making processes for professional development opportunities?	
Do you provide ongoing support and resources for teachers to enhance their instructional practices?	
Do you encourage collaboration and peer learning among teachers to promote professional growth?	
Do you regularly assess the impact of professional development initiatives on teacher effectiveness and student learning outcomes?	
Do you regularly support all teachers in reaching their professional goals related to instruction and student achievement?	
Do you offer personalized professional development opportunities tailored to individual teacher needs and goals?	
Does your educator evaluation system provide teachers with high quality feedback that leads to continuous improvement in practice coupled with support?	
Are your teachers able to take time from their day occasionally to observe colleagues?	
Does your district promote shadowing a student for a day to learn more about how students of varying abilities and demographics experience school?	
<b>AVERAGE SCORE</b>	

Data Driven Decision Making and Resource Allocation	Score 1-5
Do you use multiple sources of data to make important decisions regarding curriculum, instruction, and resource allocation?	
Do you regularly use multiple sources of data to determine priorities in resource allocation?	
Do you regularly assess the effectiveness of resource allocation strategies in achieving instructional goals?	
Are you able to identify areas for improvement in your instructional leadership based on data analysis?	
<b>AVERAGE SCORE</b>	

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Vision Alignment and Communication	Score 1-5
Is your vision for instruction clearly communicated to and understood by all stakeholders?	
Do you use multiple sources of data to set instructional goals for your organization?	
Do the teachers in your school/district use multiple sources of data to identify necessary instructional and professional practice goals?	
Do you regularly align your instructional goals with the overall vision of your organization?	
Is there a clear communication plan in place to ensure all stakeholders are informed about the instructional vision and goals?	
Do you actively seek feedback from your team to ensure alignment with your instructional leadership vision?	
How closely does your budget reflect the priorities of your instructional vision?	
Are educator's goals aligned with the mission and vision of the school/district?	
Does your district have a current strategic plan that has annual goals with action steps, KPI's, target dates, and assigned leaders?	
<b>AVERAGE SCORE</b>	


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<b>Team Collaboration and Culture</b>	<b>Score 1-5</b>
Are team members encouraged to share innovative ideas and suggestions?	
Do team members openly share and discuss challenges, innovative ideas, new learning, and strategies in staff meetings?	
Do you actively promote open communication within your team?	
Do you celebrate team achievements and milestones together?	
Is there a strong sense of trust and mutual respect among team members?	
Are conflicts resolved constructively and with a focus on team growth?	
Is attrition of teachers, administrators, and any other staff low and manageable?	
<b>AVERAGE SCORE</b>	

<b>Change Management</b>	<b>Score 1-5</b>
Are you using change management principles in educational settings?	
Have you implemented successful change initiatives in your educational institution before?	
Do you understand how adults learn and retain information differently than children?	
Do you incorporate andragogical (adult learning theory) approaches in your leadership style to enhance instructional outcomes?	
Do teachers regularly embrace change or new initiatives?	
<b>AVERAGE SCORE</b>	

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## Self-Assessment Summary

Strengths	Areas for Growth
	

Development Plan




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### Dr. Donna Vallese, PCC, ELI-MP

Every child deserves an education that is meaningful, engaging and equitable. I support leaders and teachers through highly impactful coaching, consulting and professional learning opportunities to turn that belief into reality.

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