

Sustainability Planning Worksheet for
Leadership (building level)

Need/Rationale: Strong leaders are critical to ensuring implementation of effective instructional practices and thereby increasing achievement.

Element/ Component	What is now or should be in place?	What is needed to keep it going?	Low-cost adaptations	Resources available	Policies & Procedures	Capacity building	Training & follow-up
develop, maintain culture to support literacy ("How we do things here") -clear mission -common vision -common beliefs -common language -high expectations -high communication	clear culture, expectations, policies, procedures	cost: none other: -vision -commitment		___ district \$ ___ Title 1 ___ Title 2 ___ Title 3 ___ Title 5 ___ other (specify)	district, building philosophy statements which are brought to life by the leadership of principals and district office staff	hire people who share the vision and urgency for a strong reading instructional system	high visibility on the part of leaders; frequent communication with staff at all levels about mission, vision, urgency and expectations
coordination of all instructional programs & their budgets (general education and federal programs)	spreadsheet delineating budget allocation & source; frequent communication between these instructional units	cost: none other:		___ district \$ ___ Title 1 ___ Title 2 ___ Title 3 ___ Title 5 ___ other (specify)	include staff from all instructional units in building reading leadership team; expect collaboration	hire people who understand the process and importance of integrated instructional systems	provide training for all instructional staff on how to create and maintain an integrated instructional system

Next steps:	Person(s) responsible:	Time frame:
--------------------	-------------------------------	--------------------