

Sustainability Planning Worksheet for
Leadership (district level)

Need/Rationale: Schools need strong instructional leaders to lead the way in improving student 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
personnel function: -hire/assign principals -supervise principals -evaluate principals	clear guidelines of qualifications needed in a leader for a Reading First school or other school striving to improve student achievement	cost: none other: -commitment to fulfill personnel functions in close alignment with goals of instructional improvement		___ district \$ ___ Title 1 ___ Title 2 ___ Title 3 ___ Title 5 ___ other (specify)	adopt board policy, administrative procedures for hiring strong instructional leaders; establish clear expectations for principals	hire, assign, supervise and evaluate administrators in a manner which enhances learning outcomes for students	expectation that principals attend training activities which will empower them to be stronger leaders of instructional improvement
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: -expectations -commitment to empower bldg. administrators		___ district \$ ___ Title 1 ___ Title 2 ___ Title 3 ___ Title 5 ___ other (specify)	include staff from all instructional units in a district 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:
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