

CSSI Team Lead

Before the Visit

- Lead communication with the school, including setting a shared purpose for the CSSI visit and building a relationship with school leadership.
 - Communication #1: Get Acquainted and Schedule the Visit (July/August)
 - Introduce yourself to the school leader.
 - Provide links to the [CSSI webinar and playbook](#).
 - Schedule the three-day visit.
 - Communication #2: Provide a Detailed Step by Step Process for Preparation (approximately eight weeks before the visit)
 - [Letter to the Leader](#).
 - [Interview Schedule Template](#) (provide a clear deadline for the draft).
 - [Document Review Checklist](#).
 - Request school class schedule(s).
 - Schedule preparation phone call approximately three weeks out from the visit.
 - Communication #3: Get Ready Preparation Phone Call (approximately three weeks before the visit)
 - Check in on stakeholder communication; coaching on thorough and clear communication throughout the visit process results in a more centered and positive experience while on campus- for both the team and school officials.
 - Review the draft interview schedule and make final adjustments
 - Review team needs: conference space, phone line if interviewing board members via phone, and internet access.
 - Answer any lingering questions or concerns held by leadership
 - Schedule BoD Share-Out.
 - Request UIP and SPF.
- Prepare for Visit
 - Use the school's class schedule to create a classroom visit schedule for the review; ensure all teachers are observed at least once. **The CSSI team does not share the classroom visit schedule with school officials.*
 - Create a final CSSI visit schedule, assigning interviews and classroom visits to team members.
 - Provide team members with a step-by-step process and necessary tools to prepare for the visit at least 72 hours before the visit
 - Link the folder with all CSSI documents.

	<ul style="list-style-type: none"> ■ Links/attach pertinent school documents such as the school website, SPF, and UIP. ■ Attach CSSI Visit Schedule. ■ Provide an explanation and overview of the school and its model ■ Assign standards to team members.
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During the Visit	<ul style="list-style-type: none"> ○ Collect team member agreements, W-9s, and invoices from team members and submit them to the school. ○ Attend all portions of the visit and stay for the scheduled day; some visits may also include commutes of up to 60 minutes or overnight travel. ○ Set team norms. ○ Data Collection and Analysis <ul style="list-style-type: none"> ■ Stakeholder Interviews: Use Google forms. ■ Classroom Visits: Complete a CVT for each assigned visit. ■ Document Review: Review all documents relevant to assigned standard(s) and take notes. ● Serve as school leadership liaison. ● Facilitate data collection, sharing, and triangulation. ● Problem-solving and troubleshooting for anything that arises, and calls in CDE when needed. ● Facilitate prioritization protocol on day three and ensure note-taking is effective, edited, and sent to school leaders. ● Facilitate day three oral share-out of findings with school leadership and provide them with <ul style="list-style-type: none"> ○ Landscape Report. ○ Summary of Findings. ○ Notes on Recommendations.
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After the Visit	<ul style="list-style-type: none"> ● Gather, edit, and align the CSSI Visit Detailed Report. ● Write CSSI Executive Summary Report; follow the writing guidelines CSSI Executive Summary Writing Guide. ● Submit reports to CDE for copy editing no more than 14 days after the visit. ● The CSSI team lead will provide the school leader and the Board of Directors with the final reports within 3-4 weeks. ● Share-Out: Deliver in-person or remote (depending on location) findings to the school's entire BoD during a governance meeting or the school leader/BoD president.
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