

Team Lead Responsibilities during the visit:

Document Review

The CSSI team lead will provide the school leader with a Document Review Checklist before the visit. The checklist is organized by domain or standard. Team members will determine which documents are relevant to their assigned standards and review them closely. Documents are valuable for triangulating evidence gathered from the other two sources. Schools are asked to share these documents in a digital format such as Google Drive or thumb drives as much as possible; however, schools can select to provide the CSSI team with hard copies of documents in a binder. It is most effective when schools organize the requested documents by standard and provide a direct link to the document within the Document Review Checklist.

CLICK HERE: [Document Review Checklist](#)

During the Visit: Summarizing Findings & Prioritizing Next Steps

The CSSI team will finish data collection on day three and then spend time together coming to preliminary findings and prioritizing targeted areas for school improvement. This is a tight timeline; team members must synthesize their data quickly and efficiently and work together urgently. Team members are encouraged to begin scoring their rubrics the evening before. The CSSI Team Lead schedules approximately two hours for the team to engage in a prioritization protocol.

The CSSI visit prioritization protocol is designed for the following outcomes:

- CSSI team will come to preliminary findings on review criteria
- CSSI team will identify the right key levers and recommendations for targeted school improvement
- CSSI team will prepare to communicate preliminary findings to the school leader

Prioritization Protocol

Step 1: Prioritization of Key Levers	<p>After reading through the summary of findings, the CSSI team works through these questions:</p> <ul style="list-style-type: none"> ● What are the most pressing priority performance challenges? How are these challenges connected? ● What are the areas of root cause? Don't stop until you get to the final root! <i>*Stay rooted in the criteria; refer to the team's findings.</i> ● Which root cause areas should they address urgently and why? ● What 1-3 key levers/improvement strategies would best address these prioritized areas and why? What is most likely to result in dramatic change?
Step 2: Prepare for Share-Out	<ul style="list-style-type: none"> ● Prepare a verbal overview and notes for presentation of <ul style="list-style-type: none"> ○ Strengths ○ Landscape Report ○ Summary of Findings ○ Key Levers for Improvement and Recommendations

Preliminary Reporting

Day 3 concludes with a 60-minute feedback session with the CSSI team and the school leadership team. The CSSI team will share an overview of outcomes from the visit.

Day 3 Feedback Session Process Steps

Step 1 Report Strengths to Leverage in the School Improvement Process

- Prompt leadership to share celebrations and reflections

Step 2 Display Landscape Report and Summary of Findings

- Prompt leaders to track their thinking with post-it notes on the posters: What does not surprise you? What surprises you? What do you wonder?
- The CSSI team lead will facilitate a discussion

Step 3: Share-out of key levers and recommendations for school improvement

- Provide leaders with opportunities to process, reflect, inquire and express concerns

CLICK HERE: [Prioritization Protocol](#)