

Implementation Roles and Responsibilities

A. Principal's Role

- Make sure the implementation plan is doable.
- Make sure that the implementation calendar does not overload staff or students during any one month and that your priorities are clear in how you are asking staff to use their time.
- Communicate the plan and your expectations for what role each staff member plays in the implementation of the action plan.
- Attend to staff buy-in as well as communicate your expectations.

B. SIP Chair/Team

- Lead the development of the SIP
- Develop a plan for implementation and monitoring
- Monitor the implementation of the plan
- Systematically and regularly collect and analyze data to assess the progress towards attainment of the goals
- Revise the plan when appropriate
- Build consensus within the school community
- Share the mission, vision, and values with the school
- Communicate the plan in a manner that all stakeholders understand
- Ensure that all voices within the school community are heard
- Establish procedures by which problems are examined and solutions are generated
- Promote collaborative problem-solving and open communication

C. Goal Manager

- Monitor progress toward the goal
- Support and collaboratively work with key process managers to monitor the effectiveness of the key process progress
- Work collaboratively with data team to collect, analyze, and organize data gathered by process managers
- Inform the SIP team of progress made toward their assigned goal and key processes within the SIP

D. Key Process Manager

- Continually measure the progress of the key process
- Collect data on the progress of key process
- Report progress of key process to goal manager
- Maintain data and documentation of key process to goal manager
- Facilitate the implementation of the action steps