



# Implementation DASHBOARD

## Sample Plan - School System Leadership

### School System Team Priorities

Success Criteria	Next Step(s) Required	Owner	Due Date
Train school leaders to use a common, HQIM-aligned tool for walkthroughs and observations, clarify expectations for feedback focused on implementation (not evaluation), and co-observe to norm on practice using the common tool.	Create expectations for purpose and frequency of observations.	CAO	11/1/2024
	Share expectations during the November school leader meeting.	CAO	11/15/2024
	Schedule co-observations with school leaders.	CAO	11/20/2024
	Complete co-observations with school leaders using the tool.	CAO	1/15/2025
	Consult with PL provider and instructional team to identify a common walkthrough tool.	Director of Curriculum	11/1/2024

	Complete tool training with the PL provider, district instructional team, and school leaders.	Director of Curriculum	12/1/2024
Collaborate with school leaders to identify schools and teachers who strongly implement the HQIM, showcasing their success stories and offering observation opportunities to other educators.	Use upcoming walkthroughs to identify teachers who strongly implement the HQIM.	CAO	1/15/2025
	Draft a spotlight article about identified teachers and share it with teachers and school leaders for feedback.	Director of Curriculum	1/31/2025
	Share at least one spotlight article in monthly newsletters.	Director of Curriculum	ongoing
	Add a teacher spotlight section to the website and add monthly articles.	Director of IT	ongoing

## Support for School Leadership and Teachers

Success Criteria	Next Step(s) Required	Owner	Due Date
Deepen understanding of the HQIM's approach, content, and strategies through regular participation in professional learning.	Schedule PL provider to conduct HQIM overview session for school leaders during November school leader meeting.	Director of Curriculum	11/15/2024
Use a common, shared protocol to internalize lessons and units during PLCs or collaborative planning time.	Consult with PL provider and instructional team to identify a protocol.	Director of Curriculum	11/1/2024
	Schedule lesson internalization sessions for teachers during winter system-wide PL day with PL providers.	Director of Curriculum	11/15/2024
	Create communications for school leaders to share that outline the purpose of lesson internalization PL and expectations for attendance and use of protocol.	CAO	12/1/2024

## Sample Plan – School Leadership

Success Criteria	Next Step(s) Required	Owner	Due Date
Reinforce the expectations for using HQIM and supplemental content-specific support aligned to what students are experiencing in the HQIM by addressing roadblocks and concerns.	Add time to agenda to address concerns during monthly staff meetings.	School Leader	ongoing
	Create form for teachers and staff to submit concerns and questions about HQIM to implementation team.	ELA Coach	11/15/2024
	Share form and purpose November staff meeting.	School Leader	11/15/2024
Highlight instances of effective implementation, sharing success stories, and facilitating observation opportunities for other educators.	Identify teachers with effective implementation practices.	ELA Coach	11/15/2024
	Create coverage schedule for each teacher to have at least one opportunity to observe a peer before winter break.	School Leader	11/15/2024
Incorporate initial feedback and guidance on the implementation of HQIM into their practice.	Share purpose of walkthroughs and feedback with teachers during November staff meeting.	School Leader	11/15/2024
	Conduct walkthroughs of each teacher	ELA Coach	12/15/2024

	and share glow and grow feedback specific to HQIM implementation.		
	Meet with teachers to debrief feedback and address how to incorporate it.	ELA Coach	12/15/2024
	Conduct walkthroughs focused on implementation of feedback.	ELA Coach	1/31/2025
Use student work and data from HQIM-embedded assessments to identify strengths and areas of growth.	Adjust PLC agendas to include at least one meeting a month focused on student work.	ELA Coach	11/15/2024
	Identify student work and data protocol for PLCs to use.	ELA Coach	12/1/2024
	Follow-up with grade-level leads after first student work and data PLC to answer questions and discuss next steps and support needed.	ELA Coach	1/15/2025