

## MULTI-SCHOOL LEADERSHIP: SCHEDULE SPECIFICATIONS

Multi-school leaders must schedule time for team collaboration, planning, coaching, and connection at each school. For more school-level detail, see [Scheduling Checklist](#) in the [Principal Action Planner](#), found on the [Principal Tools webpage](#).

**Instructions:**

- Set schedules in the summer; waiting until school starts can disrupt student schedules.
- Schedule in the priority order below for ease of scheduling. Note any additional needs on page 2.
- Principals\* should share their school-level schedules with the multi-school leader and team.
- Check off each scheduling task in unshaded boxes as each task is done; do not schedule shaded boxes.

Task	How Often?**	Multi-School Level	School Level							
			School 1	School 2	School 3	School 4	School 5	School 6	School 7	School 8
<b>Multi-School Leader Schedule</b>										
MSL meet with principals*	Every other week	<input type="checkbox"/>								
MSL visit schools: staff, students, etc.	Every other week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSL observe each principal	Every other week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSL coach principals 1:1	Every other week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OM*** check-ins	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Principal Schedule*</b>										
Principal meet with MCL team -View data -Develop team	Weekly		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal visit each MCL team +/- classrooms	Every other week		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal coach MCLs 1:1	Every other week		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Multi-Classroom Leader Schedule</b>										
MCLs per school meet alone-PLC	Monthly		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each MCL meet with own team	Weekly, at least		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCL visit each teacher's class	Weekly, at least		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCL coach teachers 1:1	Weekly, at least		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-teach	Varies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach (See <a href="#">Scheduling Checklist</a> )	Varies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Principal tasks may instead be done by a principal resident or, in a large school, an instructional assistant principal.

\*\*At least.

\*\*\*Operations manager in each school.



Additional Scheduling Needs or Tasks for Multi-School Leader:

Additional Scheduling Needs or Tasks for Each Principal:

Addition Scheduling Needs or Tasks for Each Multi-Classroom Leader: