

## Making an Impact in Eight: Establishing and Maintaining Organization

The following eight ideas provide opportunities for further reflection and action. We provide five reflections on what great leaders do and avoid doing to gain focus, as well as three considerations for how to make an impact in eight minutes, eight weeks, and eight months to guide your leadership planning and practice.

Great Leaders Do . . .	Great Leaders Avoid . . .
1. Develop clear expectations regarding student and staff behavior and consistently hold all accountable for adhering to the expectations	Believing that clear expectations alone will be enough to create an organized, safe culture and that accountability is unnecessary
<b>Current reality and next steps:</b>	
2. Create a safe environment through careful, daily consideration and frequent reminders about school safety with staff and students	Considering school safety at the beginning of the school year and during drills only
<b>Current reality and next steps:</b>	
3. Consider what is working and what is not regarding current safety procedures; informally ask staff and students for their opinions and listen carefully to their ideas regarding increased safety; adjust routines and procedures as needed	Keeping the status quo by averting practices that are not working or unsafe because the change will be difficult or disruptive for staff and students; making decisions without including staff and students
<b>Current reality and next steps:</b>	

4. Make connections between all aspects of the school environment (including instruction) as part of overall school organization	Concentrating on aspects of school organization in isolation of each other and without considering connections
<b>Current reality and next steps:</b>	
5. Help staff understand the non-negotiables for creating positive classroom expectations and a safe and productive learning environment by providing ongoing professional learning focused on clarifying the why, what, and how	Assuming that all staff are clear on the why, what, and how regarding creating positive classroom expectations and a safe, productive learning environment and assuming that ongoing professional learning is unnecessary
<b>Current reality and next steps:</b>	
<b>6. What will you do in <i>eight minutes</i> to impact organization?</b>	
For example:	
<ul style="list-style-type: none"> <li>• Walk the building for eight minutes each day to identify aspects of school organization and safety you can improve.</li> <li>• Spend eight minutes in one or two classrooms each day with a focus on organizational structures, classroom management, and safety. Make connections to other aspects of the school environment to consider improvement and next steps.</li> </ul>	
<b>My ideas:</b>	

7. What will you do in *eight weeks* to impact organization?

For example:

- Consider one aspect of school organization or safety per week for four weeks. Pay attention to this one aspect for the entire week, focusing on various people’s perspectives including the teachers, students, and parents. In the next four weeks, consider changes you can introduce and work with the leadership team to determine a plan. Use figure 2.1 (page 41) to determine root causes.
- Develop a staff survey to determine aspects of school safety and organization that are working well and those you might need to update or change. Consider similar surveys for students and parents. Use the information to celebrate strengths and create a strategic plan for improvement.

**My ideas:**

8. What will you do in *eight months* to impact organization?

For example:

- Create a school organization and safety committee composed of staff, students, and parents who will meet to consider all aspects of school organization and safety with a focus on clarity and consistency. Include the school resource officer if possible.
- Shadow a student each month of the school year to determine safety, organization, and consistency through the lens of a student. Gather data from these experiences to share with staff. Offer this opportunity to staff as well. While the focus will be on safety and organization, this experience will offer insight into many aspects of the school and classroom environment.

**My ideas:**