



SCHOOL IMPROVEMENT PLANNING USING STEPS TO SUCCESS: ROLES AND RESPONSIBILITIES

The process of planning and implementing a plan for improvement requires the support and commitment of many people. Below is a list of the responsibilities of the core personnel involved in the improvement process for NH schools choosing to use the *Steps to Success* online tool to frame their work.

Role	Responsibilities in the NH <i>Steps to Success</i> System
School Improvement Team	<p><u>Who?</u> Representatives of the school (principal, lead math teacher lead English language arts/ reading teacher, special educator, Title I coordinator), district/LEA, parents/ guardians and community</p> <p><u>What?</u> (1) Conduct a comprehensive needs assessment using selected indicators from the set of <i>CI Steps to Success</i> rapid improvement indicators; (2) represent the perspectives of the stakeholders in the analysis of current practices; (3) communicate the findings of the self-assessment to relevant stakeholders, (4) develop an action plan for priority indicators identified through the assessment process; and (5) monitor plan implementation, revising the plan as needed to ensure strong positive outcomes for students.</p>
School Process Manager	<p><u>Who?</u> A member of the school improvement team</p> <p><u>What?</u> (1) Document the team's work using the <i>Steps to Success</i> system; (2) Print out pertinent worksheets from the <i>Steps to Success</i> tool for team meetings; and (3) enter new data into the system to track progress throughout the planning and implementation phases.</p>
District Liaison to School Team	<p><u>Who?</u> Member of the central office/ district staff assigned to support the school team</p> <p><u>What?</u> Help the school team access district resources for the development and implementation of the restructuring plan; assist in coordinating district and school level initiatives; assure community engagement with the school process and communicate school activities to the broader community; provide timely and meaningful student performance data to the school team and offer expertise in its analysis</p>

Role	Responsibilities in the NH <i>Steps to Success</i> System
School Improvement Coach	<p><u>Who?</u> Individual(s) identified and/or contracted by NH DOE (or other provider) and assigned to support school teams</p> <p><u>What?</u> Guide and monitor the progress of the school team as they make use of the <i>Steps to Success</i> tool to</p> <ul style="list-style-type: none"> (a) identify areas of need; (b) identify priorities for their improvement plan; (c) identify strategies to address their priority needs; (d) prepare and submit their plan using Steps to Success (e) implement the strategies in their plan. <p>Provide effective feedback to the school team and collaborate with NH DOE staff to refine the planning and implementation process to improve opportunities for student success.</p>
NH DOE Title I Project Manager	<p><u>Who?</u> NH DOE staff member (most often the school's Title I, Part A contact person) assigned to a school or set of schools.</p> <p><u>What?</u> Disseminate information to and respond to questions from Title I schools on procedures, regulations, expectations, timelines, funding resources and any other opportunities that might serve to improve their likelihood of success</p>

