

## Supervisor Guide to Supporting Effective Routines

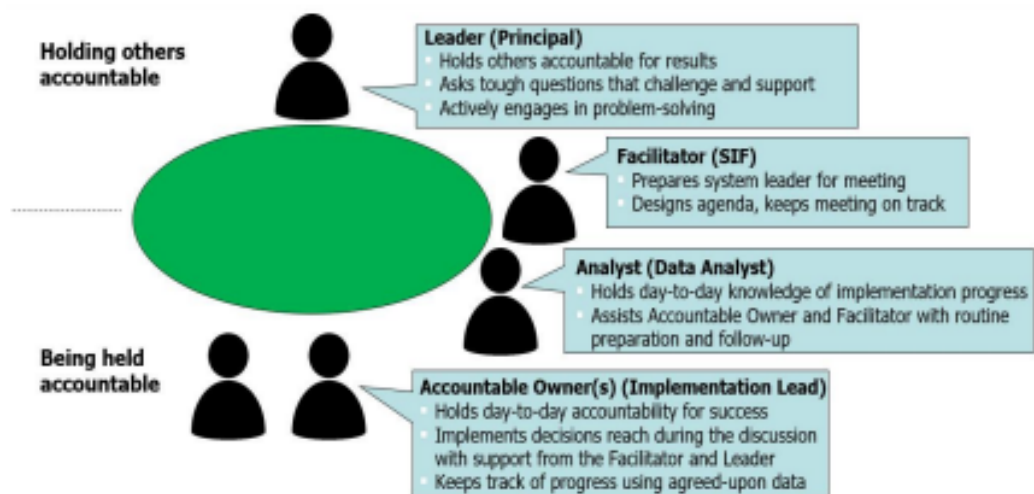
As a supervisor of an assigned school improvement facilitator (SIF), you have an important role in helping to ensure routines are impactful and effective, through your communication to and with the SIF. To support you in this role, attached are suggested discussion points, sources of evidence, and tools that may assist you in gaining a clear understanding of the monitoring routines for your IU's assigned CSI schools.



### What are routines?

Quarterly monitoring **routines** (regularly scheduled checkpoints to assess if the implementation is on track) are the manner by which the Pennsylvania Department of Education (PDE) monitors the implementation of school improvement plans. This is a requirement of the SEA (state education agency) under ESSA. In our work with schools, we implement quarterly monitoring routines and the submission of quarterly reports.

The overarching purpose of quarterly monitoring is to ensure schools are making progress toward their school improvement goals. More specifically, monitoring routines allow schools to collect data on progress toward benchmark attainment, accountability, and to formulate solutions and next steps. The purpose of a routine is not to review every piece of data, but rather to celebrate successes, discuss challenges, and define actionable next steps to make meaningful progress toward goals.



## SIF & Supervisor Discussion Prompt & Listening Guide

**Discussion Prompts** After the facilitation of a routine and submission of the quarterly monitoring report, establish a time to discuss the SIF's approach to preparation and in-meeting facilitation. The following are suggested prompts to begin the discussion:

- “Tell me about your process of ensuring the quarterly routine was impactful and effective.”
- “Can you talk to me about your process to develop readiness and prepare the team for their quarterly routines?”
- “How did you determine the LEA and school readiness for the routines? In what ways did you tailor your approach to build capacity at the LEA and/or school levels?”
- “What were the most challenging aspects of the routine process for the school team/school leader? What were the most challenging aspects of the routine process for you as the SIF/facilitator?”

**Listening Guide** As you discuss the routine(s) with the SIF, listen for the following key elements that are indicators of successful facilitation of a routine:

- SIF met with LEA and school leaders and has dates for routines scheduled throughout the year. It's clear who is attending the routines (LEA rep is attending) and that they understand the purpose is to monitor the implementation of the plan along with the IMPACT the plan is having on the targets. *(Resource Highlight: [Routine Attendee Planning Tool](#), [Monitor & Adjust Course](#))*
- SIF can describe the data that was needed for the routines and the support that was provided for collecting or creating data visuals. SIF can pinpoint successes and challenges in this process. *(Resource Highlight: [Quarterly Data Deck Sample](#))*
- SIF will describe the process of setting the agenda (objectives, roles) with the school leader prior to the routine. *(Resource Highlight: [Sample Agenda](#))*
- SIF will describe sharing the agenda and data with meeting participants at least a few days prior to the routine. *(Resource Link: [Quarterly Job Aid](#))*
- SIF will describe the facilitation of the quarterly routine. The SIF describes a meeting that includes a solution-oriented discussion of challenges faced by the school and includes clear next steps for support. (Support may be provided by the LEA, the IU, or an outside agency.) The SIF will describe key questions that they asked to push the understanding of the data and of the challenges. *(Resource Highlight: [Pocket Guide to Probing Questions](#))*
- SIF will describe the follow-up that was provided to the team shortly after the routine, including an emailed summary of the meeting and next steps to all participants. *(Resource Link: [Quarterly Job Aid](#))*
- SIF will describe the TA plan (technical assistance plan) and how it was updated as a result of the meeting. *(Resource Highlight: [TA Plan in Filemaker](#), [Engagements Report](#), [TA Plan Sample](#))*