**PLC Action Plan**

**Planning Template**

Team Name: Instructional Leader Name:

1. Does the team have a detailed, specific Unit plan that clearly reflects the practices occurring within the classroom (start with Unit 1)?
   1. If not, what are your next steps to ensure that is completed?
2. Does this team have a completed common assessment plan agreed upon and followed by the team?
   1. If not, what are your next steps to ensure that is completed?
3. Does this team have a completed weekly PLC plan that outlines the work that will be accomplished each week, prior to arriving?
   1. If not, what are your next steps to ensure that is completed?
4. Does this team have completed norms that are followed on a regular basis?
   1. If not, what are your next steps to ensure that is completed?
5. Does this team come each week with the agreed upon common formative/summative assessment data, in an organized manner, and complete the TACA process to analyze this data to identify student needs and reflect on improving their practice?
   1. If not, what are your next steps to ensure that is completed?
6. Does this team leave each week with a clear, student specific, action plan for intervention and/or enrichment?
   1. If not, what are your next steps to ensure that is completed?
7. Does this team have a clear plan for monitoring the progress of each student reaching mastery on the essential standards?
   1. If not, what are your next steps to ensure that is completed?
8. What are my specific instructional leadership actions to ensure the plans being created in Monday’s PLC time are carried out within the classrooms?
9. What are my specific instructional leadership actions to ensure this team is functioning at a high level every week?
10. As a result of my instructional leadership, what evidence will I collect to demonstrate my work is directly impacting positive student growth and achievement?