

Everyone a Leader!

A K12 REFLECTION CHECKLIST

K12LEADERS

DISTRICT/SCHOOL/DEPARTMENT INFORMATION:

Name/s _____

Department _____ Review Period _____

PERFORMANCE CRITERIA

PERFORMANCE RATINGS

1. Empowerment and Autonomy

Success! **Trust and Responsibility:** Are staff members given responsibilities that align with their strengths and interests?

Doing Now **Decision-Making Involvement:** Do all staff members have a voice in decision-making processes?

2. Professional Development

Success! **Tailored Training Programs:** Does the school offer professional development opportunities tailored to the unique needs of each staff member?

Doing Now **Leadership Workshops:** Are there workshops focused on developing leadership skills such as communication, conflict resolution, and team-building?

Try Soon

3. Recognition and Celebration

Success! **Acknowledging Efforts:** Is there a system in place to regularly recognize and celebrate the achievements and contributions of all staff members?

Doing Now **Showcase Success Stories:** Are success stories of staff members highlighted and shared to inspire others?

Try Soon

4. Mentorship Programs

Success! **Peer Mentoring:** Are experienced staff members paired with new employees for knowledge sharing and support?

Doing Now **Cross-Role Mentoring:** Are there mentorship opportunities across different roles to broaden perspectives and skills?

Try Soon

5. Collaborative Projects

Success! **Interdisciplinary Teams:** Are teams composed of various staff members created to work on school projects?

Doing Now **Action Research:** Are staff encouraged to engage in action research projects to address school challenges and implement solutions?

Try Soon

6. Leadership Roles in Committees

Success! **Committee Involvement:** Are staff members involved in school committees or task forces?

Doing Now **Rotational Leadership:** Is there a system of rotational leadership roles within teams and committees?

Try Soon

7. Modeling Positive Behavior

Success! **Lead by Example:** Do staff members demonstrate professional and ethical behavior that others can emulate?

Doing Now **Positive Reinforcement:** Are positive behaviors and actions recognized and reinforced?

Try Soon

8. Advocacy and Support

Success! **Student Advocacy:** Do staff members stand up for students' needs and rights?

Doing Now **Supporting Colleagues:** Is there a culture of mutual support and assistance among colleagues? How is this demonstrated?

Try Soon

9. Continuous Learning

Success! **Commitment to Learning:** Are staff encouraged to pursue lifelong learning and continually seek new knowledge and skills?

Doing Now **Knowledge Sharing:** Is there an environment that promotes the sharing of knowledge and best practices among staff members?

Try Soon

10. Infrastructure and Resources

Success! **Resource Availability:** Are there adequate resources available to support leadership development initiatives?

Doing Now **Technology Integration:** Is technology effectively integrated to support professional learning and collaboration?

Try Soon

Success! = _____

Doing Now = _____

Try Soon = _____

COMMENTS AND FEEDBACK

FOCUS AREAS

FOLLOW UP PLAN
