



INSIGHT REFLECTION FORM

Develop a Plan for Improvement

Insight results provide information about how your staff experience instructional leadership practices at your school. Use this guide to reflect on your results and develop a strategy to improve your school's instructional culture.

STEP 1: GET ORIENTED TO YOUR DATA

Explore your report for a snapshot of how staff are experiencing your school's instructional culture.

Consider your current school improvement priorities and initiatives What are your top three priorities or initiatives? What parts of the report are you most excited to explore?	
Review the chart at the top of the <i>Focus Areas</i> tab What rings true? What's surprising?	
Review the chart at the top of the <i>Trends over Time</i> tab How have your staffs' perspectives changed on the domains and items you've prioritized in the past? Do any changes surprise you?	
Review the <i>Retention and Index</i> tab What percent of staff are planning to leave your school in the next two years? What are their reasons for staying and leaving?	
Review the <i>Comments</i> tab Do the comments support results from the <i>Focus Areas</i> tab or do new themes emerge?	
Review the <i>Cross-Survey Highlights</i> tab Where are there similarities in experiences across stakeholder groups? Where are there differences in experiences?	

STEP 2: PRIORITIZE A FOCUS AREA

Review the survey data in more detail to determine what domains and questions to prioritize for improvement for each of your stakeholders.

Choose a domain or two to prioritize for improvement Consider distance from your chosen benchmark, trends over time, opportunities for growth identified across survey audiences, and domains that support your school's existing priorities. Why did you choose this focus area?	
Review the items in your priority domain(s) to help you understand staff perceptions that contribute to your domain score Consider which items are furthest from your chosen benchmark, how staffs' experiences have changed over time, and where there may be similarities or differences across stakeholders. Which items stand out as areas of focus?	

STEP 3: COMMIT TO NEXT STEPS

Adjust your leadership practices and support structures for staff.

How do you want your priority focus areas(s) to look or feel different? What are you working toward?	
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What leadership actions do you commit to starting, improving, or discontinuing? Outline 2-3 concrete commitments with timeframes.	
What resources or support do you need from your manager or school leadership team?	

STEP 4: SHARING RESULTS WITH OTHERS

Engage staff with survey results and the leadership team's next steps.

What data points will you highlight to staff as areas for celebration and areas for school leadership improvement?	
What data would you like to discuss with staff to learn more about how they're experiencing school culture?	
What messages do you want to convey to your staff about how your school leadership team is processing the results and what you'll do in response?	
When will you schedule a debrief, and/or share out a summary of survey results to stakeholders?	