

Staff Huddle - Implementation Checklist

PREPARATION FOR HUDDLE		
Component	Preparation Criteria	Notes
Daily Communications	☐ Site leadership team met in a “pre-huddle” to establish the essential daily communications in the following areas: ☐ Events (school-wide, community, athletics, drills, birthdays, etc.) ☐ Data (reminders, recognitions)	
Core 3 Exemplar Video	☐ Leader chose a high leverage Core 3 technique that aligns with the Arc of the Year ☐ Leader selected staff member(s) who exemplify the focus technique using their site Dashboard ☐ Leader front loaded the staff member prior to filming the exemplar video ☐ Leader prepared framing questions that focused the staff on what to look for while watching the video	“I’ve noticed your outstanding implementation in the area of ____! I’m going to come to your class during ____ to film an exemplar of ____.”
Shout Outs	☐ Leaders had pre-planned shout outs that highlighted staff members exemplifying: ☐ Values & Mission ☐ SEL ☐ Implementing Core 3 Techniques	

DURING THE HUDDLE		
Component	Criteria	Notes
Daily Communications	☐ Leaders delivered daily communications in a clear, concise manner ☐ Leaders answered in the moment questions as they arose and/or scheduled follow ups with the appropriate staff members	
Shout Outs	☐ Leaders and staff members delivered shout outs to one another in the areas of: ☐ Values and mission ☐ Social Emotional Learning (SEL) ☐ Implementing Core 3 Techniques	
Core 3 Exemplar Video	☐ Leader posed framing questions to staff before showing the video ☐ Staff shared responses to the guiding question, as well as key takeaways after watching ☐ Leader stamped the Core 3 technique by naming the What and How for implementation ☐ Leader stated that they will be looking for implementation during walkthroughs and coaching observations	“As you watch this video of ____, look for __.” Key Framing Questions: “What are the students doing?” “What is the teacher doing?” “Why is this technique important?”

AFTER THE HUDDLE		
Component	Criteria	Notes
Core 3 Exemplar Video	☐ Shout out other staff members implementing the Core 3 Focus Technique ☐ Share other staff implementation videos of the Core 3 Focus Technique via email or in huddle	