

### **Functions of a School Leadership Team (SLT)**

- Facilitates the involvement of the school community in the development of the School Improvement Plan
- Encourages, supports and creates opportunities for involvement from parents in the community
- Contributes to the design of the School Improvement Plan
- Monitors the effectiveness of the School Improvement Plan strategies

### **Duties of the School Leadership Team**

Members of the School Leadership Team are directly involved in the development of the School Improvement Plan, and as appropriate, some of the day-to-day operations of the school.

The School Leadership Team:

- Facilitates the development of the School Improvement Plan.
- Uses data as the driving force to create programmatic instructional change.
- Monitors, assesses and amends the School Improvement Plan, as needed.
- Advances policies and procedures that enhance achievement and meet educational, safety and parent involvement goals.
- Facilitates communication within the Professional Learning Community.
- Builds the capacity of the school to address parent and staff concerns.

### **Leadership Team Membership**

#### **Composition of Staff Membership:**

- School Principal
- Members of the professional staff to include the following:
  - One Assistant Principal
  - Instructional Staff
  - Instructional Support Staff
  - Instructional Assistants

#### **Composition of Parent Membership:**

The parent membership must reflect the racial, geographical and socioeconomic status of students in that school.

- One parent must be the PTA/PTSA/PTO President or designee.
- Parents shall not be members of the building-level staff.

### **Frequency of Meetings**

It is recommended that School Leadership Teams meet at least once a month. However, during the development of the School Improvement Plan teams and/or sub-committees may meet more frequently. School Leadership Team meetings must be open to the public, with the exception of deliberations on school safety plans. In addition, School Leadership Team meetings must be held at times convenient to parents, to “assure substantial parent participation.” The meeting schedule, including date, time and location, must be published on the school’s website, in parent communication, as well as in the main office area.