

# DISTRICT LEADERSHIP CHECKLIST

## Steps in Developing Excellent Programs of School, Family, and Community Partnerships

This list helps district leaders take basic steps to establish a program of school, family, and community partnerships at the district level and in all schools. The list helps leaders monitor their progress on partnership program development. Chapters in this *Handbook* present the research behind each entry and tools for organizing and implementing these leadership tasks.

CHECK (✓) WHEN YOU HAVE COMPLETED THE FOLLOWING:

- Develop or periodically review a district policy on school, family, and community partnerships.
- Identify the district goals for school improvement and student success that would benefit from family and community involvement.
- Write an annual district Leadership Plan for Partnerships that identifies strategies, activities, timelines, and persons responsible for accomplishing specific family and community involvement activities.
- Secure a budget to implement planned partnership activities.
- Enlist schools to participate in the district's partnership initiative. Create a local network with ties to the National Network of Partnership Schools (NNPS) at Johns Hopkins University.
- Conduct professional development for district colleagues and initial team-training workshops for schools' Action Teams for Partnerships (ATPs).
- Facilitate the work of each school's ATP on a regular schedule to help school-based programs succeed.
- Establish procedures and select tools to evaluate the quality and results of the district's and schools' partnership programs.
- Celebrate end-of-year successes and help schools share best practices and solve challenges.
- Convene periodic meetings with leaders from other departments who work on various aspects of family and community involvement to share ideas and to discuss new and collegial directions.
- Disseminate information about the district's work and schools' progress on partnerships to families, educators throughout the district, the media, and the community.
- Outline strategies for sustaining the district's partnership program in the event of changes in leadership.