



# **USING DATA TO GUIDE LEADERSHIP TEAM**

## **USING DATA TO MAKE INFORMED DECISIONS ABOUT SCHOOL IMPROVEMENT**

An important function of the Literacy Leadership Team (LLT) is analyzing and using data to make informed decisions regarding its school-wide literacy effort. In order to address that important function, individuals on the LLT must have an understanding of the data pieces that are currently available in their school. This activity is designed to begin a dialogue about the school's existing data and how that data might drive further questions and actions related to school improvement.

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### PROCEDURE

**Step 1:** Explain the purpose of the activity. Taking a close look at data will support informed decisions about the school's literacy efforts. Exploring the data that already exists could lead to critical questions that will guide the next steps in the school's drive for higher levels of adolescent literacy.

**Step 2:** Ask the participants to come to the meeting prepared to share current data that is available to them. Data could include items such as number of students scoring below proficiency on state assessments, number of students reading below grade level, failure rate in 9<sup>th</sup> grade classes (or in their own classes), etc.

**Step 3:** Ask the participants to use the frame provided (see attached) to begin a discussion about each data point. Participants will share the data and the source, discuss the questions that come to mind because of the data, and then brainstorm next steps the school might need to take based on the questions raised.

**Step 4:** After completing the frame, the participants will be

### A SIMPLE PROCEDURE TO GUIDE LEADERS IN TALKING ABOUT DATA

It would be helpful for a SIM Professional Developer or someone very knowledgeable and comfortable about data-driven decision making to lead this session. This is a development activity that is foundational to the function and purpose of the team.

Purpose of activity: An initial, basic activity to help team become comfortable with looking at data

Time to allow for activity: 60 - 75 minutes

Materials needed: Copy of FRAME template for the activity; access to data



asked the final question: Is there data we might need that we don't have? Answers to this question can be noted in the box labeled "Do we need other data?"

**Step 5:** Participants will determine what should be placed in the "So What" section of their frame.

**Step 6:** Based on the team's discussion of data and the frame activity, participants will prioritize next steps needed and assign tasks.

The worksheet is titled "Looking at Our Data" and is designed for a data analysis activity. It features a header section with the title and a placeholder "Is About ...". Below the header are three large, rounded rectangular boxes for notes, each with a specific question: "What data do we have?", "What questions come to mind because of this data?", and "What are the next steps that might need to be taken?". At the bottom of the worksheet are two more rounded rectangular boxes for final reflections: "Do We Need Other Data? If so, What?" and "So What?? What's important to understand about this?".