Building Administrator: Critical features of Building Administrator Support

The building administrator provides critical role in the effective implementation of a schoolwide model of supports. The building administrator provides a leadership in guiding and managing the implementation process by working with a building leadership team.

Critical Feature	Description	Examples
1. Make public statement of support	Visible support by the building administrator helps to mobilize staff to implement the practices will contribute to faculty "buy-in"	• Discussion of supporting schoolwide model at staff meeting • Statement of support provided in staff newsletter
2. Obtain faculty/staff consensus	It is important to develop a "critical mass" around staff support to get the initiative started. Obtaining consensus provides defense against those who are detractors around initiative. This helps to keep initiative moving forward during the fragile initial implementation phase.	• Review school-improvement goals (behavior is considered within top three school goals) • Share current status of behavior student performance with staff, ask if satisfied with this • Ask staff if things are likely to improve if we continue in same way • *Even with mandated programs, we need to help staff see how the chosen practices address need, documented effectiveness and "goodness of fit"*
3. Establish and support of schoolwide leadership team	The purpose of the leadership team is to coordinate and manage the implementation of a schoolwide model by: • Planning for implementation of a multi-tiered model of supports with fidelity (develop process/procedures and tools). • Developing and supporting school-based implementation capacity (professional development, technical assistance, coaching). • Using data for continuous improvement of student outcomes. *It is important to use existing teams/committees as much as possible and embed project activities into current initiatives (i.e., school improvement, safe schools, character education, etc.). Team members should representative of the school.*	• Communicates common vision for schoolwide supports • Works collaboratively to establish building capacity to support all students • Commits resources to establish procedures for support • Develops methods for evaluating progress towards measureable outcomes • Action planning based on data
4. Help set vision and maintain standards	The building administrator helps the leadership team and school community to set a vision for what successful implementation of schoolwide supports would look like. Once the vision is created, it is important to use this information to guide implementation plans.	• Use team implementation checklist and practice profiles to set action plan • Review implementation efforts on a monthly basis • Compare implementation to set standard and provide feedback to staff
5. Guide decision making/problem solving process	The building principal helps to determine the simplest way to get and use information for data-based decision making process. During implementation, it is important to monitor implementation activities and provide feedback.	• Need to look at multiple data sources such as student outcome data and implementation (fidelity) data • Revise implementation plan based on data
6. Reinforcement of leadership team and school faculty	It is critical that the principal provide staff recognition for accomplishment. Acknowledging staff is especially important any time a task is new, different or difficult for staff.	• Acknowledge faculty and staff for moving in the "right direction" towards goal • Focus on acknowledging activities related to the critical implementation features (i.e., team implementation checklist) • Consider ratio of reinforcement (e.g., 5 acknowledgements to every 1 suggestions for change or correction)