

Sample Action Plan for Change Implementation



1. Action Plan - **Priority:** Launch strong MTSS systems quickly

Steps	Leader Actions	Success Criteria	Risk if Missing
☐ Develop a written plan that includes meeting protocols, timelines, and team norms. ☐ Provide a feedback system for teachers (peer-to-peer, leader-to-team). ☐ Offer technical support (digital tools, assessment platforms). ☐ Identify aligned instructional and assessment resources.	Ensure visible progress in the first 100 days to build momentum.	All teams have a documented plan and initiate collaborative cycles within the first semester.	False start — momentum stalls, initiatives abandoned.

2. Collective Efficacy - **Priority:** Strengthen teacher belief in collective capacity.

Steps	Leader Actions	Success Criteria	Risk if Missing
☐ Highlight successful practices within and across teams. ☐ Provide opportunities for peer modeling and vicarious learning. ☐ Celebrate small wins publicly to reinforce the belief that together we can.	Share data trends showing the positive impact of teacher collaboration.	Teachers articulate belief in their ability to influence student outcomes. Increased consistency across teams.	Fragmented beliefs — inconsistent optimism undermines effort.

3. Evidence of Impact - **Priority:** Accountability through measurable results, not intentions

Steps	Leader Actions	Success Criteria	Risk if Missing
☐ Monitor implementation and student outcomes using multiple sources of evidence. ☐ Lead evidence-based conversations that focus on impact rather than opinion. ☐ Adjust priorities, resources, and supports based on what the evidence reveals.	Continuously refine practices based on evidence of effectiveness.	Evidence is routinely used to monitor progress, celebrate success, and make timely adjustments to improve outcomes.	Ineffective practices continue unchecked.

4. Leadership Clarity - **Priority:** Clear vision, priorities, and expectations.

Steps	Leader Actions	Success Criteria	Risk if Missing
☐ Communicate clear priorities and expectations. ☐ Align people, resources, and actions to shared goals. ☐ Ensure everyone understands what successful implementation looks like.	Model the behaviors and practices expected of others.	Organizational priorities are consistently understood, communicated, and reflected in daily practice.	Staff interpret expectations differently, reducing coherence across teams.

5. Instructional Leadership - **Priority:** Improving teaching is the most direct path to improving student learning.

Steps	Leader Actions	Success Criteria	Risk if Missing
☐ Observe classroom instruction and provide actionable feedback. ☐ Build teacher capacity through coaching and collaborative learning. ☐ Ensure evidence-based instructional practices are implemented consistently.	Remove barriers so teachers can focus on high-quality instruction.	Leaders consistently observe instruction, provide actionable feedback, and support the implementation of evidence-based teaching practices.	Confusion — teams lack clarity and direction.

Outcome: A coherent MTSS system where every learner benefits from aligned leadership, high-quality instruction, collaborative action, and continuous improvement.

Action Plan Template for Change Implementation

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2. Collective Efficacy - **Priority:**

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3. Evidence of Impact - **Priority:**

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4. Leadership Clarity - **Priority:**

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5. Instructional Leadership - **Priority:**

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