

Positive Leadership Practices Checklist: Operational Tasks

Provide Role Clarity

- ☐ Carry out one-time role negotiation sessions with each employee to clarify goals, expectations, important school or team considerations, and areas of responsibility. Role clarity provides a needed foundation for supporting the use of positive workplace strategies and approaches.

Be Visible and Present to the Team

- ☐ Stay visible by walking and making rounds to all classrooms or spaces. This is an ideal technique for demonstrating interest and presence in the ongoing functioning of the team. Such efforts help leaders to stay connected with daily activities, and allow them to answer questions as they arise.

Communicate Trust and Support

- ☐ On projects that involve smaller team units, carry out regular check-ins to ensure that teams are moving forward as planned. Supporting team autonomy communicates trust and confidence, and the provision of necessary tools and resources will facilitate the completion of targeted tasks and goals.

Clarify and Refine Team Processes

- ☐ During times of change or in the introduction of new projects or initiatives, set aside time with the team to clarify and discuss team roles, responsibilities and boundaries. Use feedback from these deliberations to refine or adapt team processes and to encourage effective ways of working together.

Carry Out Regular One-on-One Sessions

- ☐ As part of gauging the efficiency of operational tasks, hold individual meetings with team members. Such sessions should provide a safe forum to discuss areas of concern or challenge, as well as to explore team members' thoughts and ideas related to effective goal setting and task completion. Regular team member reviews or one-on-one sessions are critical for promoting team member engagement and continued professional growth.

Empower - Don't Control

- ☐ Rather than micromanaging, leaders should seek to empower team members to grow into roles where they can be fully engaged and exercise the potential of their strengths. By delegating responsibilities, leaders provide team members with opportunities to apply and develop their strengths, adding to the diversity and overall productivity of the school.

Be a Coach

- ☐ Coaching is a process that aims to help team members enhance their performance and focus on the present task. Coaching involves the belief that team members possess the potential to meet challenges and formulate responses with support. The coach may not necessarily be a subject expert, but rather is focused on helping team members to unlock their own potential.

Provide Professional Development Sessions

- ☐ Collective learning sessions provide a forum for enhancing both team performance and individual strengths and gifts. Ongoing professional learning events encourage staff members to have confidence in their capacity for meeting school goals, with the assurance that the school and its leadership support their growth and development as valuable members of the team.

Understand Administrative Leadership

- ☐ The efficient oversight of operational tasks involves the understanding of both strategic and tactical realities. Develop an awareness of school and district processes, systems and structures in order to instil confidence in team members in your ability to lead, guide and mentor them in the completion of operational tasks. An operational leader's focus on the quality of team efforts and outputs can inspire staff members to be at their best.