**Organizational Chart Template—Instructional Leadership and Teams**

***A tool for principals leading Opportunity Culture schools***

**School:**

**Year:**

**Introduction**: This template is a **visual snapshot of instructional leadership and teams in your school.** These charts do not provide detail. Use your [**School Roles and Responsibilties Chart**](http://opportunityculture.org/wp-content/uploads/2016/06/School_Roles_and_Responsibilities_Chart-Public_Impact.docx) and your district’s Opportunity Culture job descriptions, too. This template clarifies:

* Who should provide frequent direction and support to each teacher or teacher-leader.
* Whom each leader should be guiding and supporting (leaders are also responsible for student outcomes of staff they lead).
* For staff on each team and across teams, what the major roles are on each team, to aid collaboration.

**Directions:**

* Use this with your [**School Roles and Responsibilities Chart**](http://opportunityculture.org/wp-content/uploads/2016/06/School_Roles_and_Responsibilities_Chart-Public_Impact.docx). *Check that reporting relationships described there match this chart*.
* Type the leadership positions in your school into blue boxes; indicate grade/subject covered, if possible (such as MCL–1st; or MCL, 1st–3rd ELA).
* Type names into white box beneath each position. Use arrows and notes to show informal relationships, if needed.
* Use the first page to show the school’s Instructional Team of Leaders (ITL): the principal, assistant principal (if accountable for instruction), and MCLs accountable for the instructional outcomes in grades and/or subjects.
* On the following pages, show each teaching team and its MCL; label by grade and/or subject. Add pages if needed.

**Technical Instructions to Add Roles and Levels Using Smart Art:**

To add new levels or hierarchies in your chart:

1. Click on the title you wish to make changes to (for example, Asst. Principal)
2. Go to the top of the Microsoft Word menu bar and click on “Smartart Tools—Design”—this appears *above* the regular tool bar.
3. You can:
	1. Click on “add shape” to create an additional position of the same level (for example, another Asst. Principal)
	2. Right-click on the newly added blue box, then click on “Edit Text” to type in the position title
	3. Click on “promote” to move the position up (for example, move the Asst. Principal in line with the Principal)
	4. Click on “demote” to move the position down (for example, move the Asst. Principal in line with the Team Teacher)

**Schoolwide Instructional Team of Leaders (ITL)**

The schoolwide Instructional Team of Leaders (ITL) may be led by the principal (such as in an elementary school or smaller school) or by an assistant principal (in larger schools, for example). The ITL leader must be accountable for instructional outcomes and for leading and developing MCLs. Each other member must be accountable for the student outcomes and teaching improvement of an instructional team.

**Team (Indicate Grade and/or Subject)**

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