

Instructional Leadership Team (ILT) Agenda

A ready-to-use template for weekly, monthly, and quarterly ILT meetings

Purpose of the ILT

The Instructional Leadership Team (ILT) exists to keep a school's improvement efforts focused, coherent, and connected to classroom practice. Rather than managing logistics, the ILT's core job is to review evidence of student learning, decide what instructional response is needed, and ensure that response actually reaches classrooms — consistently, and with follow-through. The ILT is the engine that turns data into decisions, and decisions into action.

Who's on the ILT

Role	One-Line Contribution
Principal	Sets the vision, protects the team's focus, and ensures decisions made in the ILT are backed by resources and follow-through building-wide.
Assistant Principal	Monitors implementation in classrooms, supports scheduling/logistics tied to instructional decisions, and co-facilitates when needed.
Instructional Coach	Brings classroom-level insight, models and supports the coaching cycle, and translates ILT decisions into concrete teacher support.
Department / Grade-Level Leads	Represent their team's data and context, carry decisions back to their team, and surface classroom trends the ILT needs to know.
Data / MTSS Coordinator	Prepares and organizes assessment data, tracks tier movement and intervention fidelity, and keeps progress-monitoring current.

Weekly ILT Agenda

Date: _____	Attendees: _____	Facilitator: _____
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Agenda Item	Time	Notes
Data check-in	10 min	
Classroom trends / look-fors	10 min	
Coaching / teacher support follow-up	10 min	
Action items & owners	10 min	

Monthly ILT Agenda

Date: _____	Attendees: _____	Facilitator: _____
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Agenda Item	Time	Notes
Broader data trend review	15 min	
RTI tier-movement review	15 min	
PD planning	15 min	
Systems check (ILT / Data / RTI / Coaching alignment)	15 min	

Quarterly ILT Agenda

Date: _____	Attendees: _____	Facilitator: _____
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Agenda Item	Time	Notes
School-wide data review	20 min	
Program / systems evaluation	20 min	
Accountability-grade progress review	20 min	
Goal-setting for next quarter	20 min	