

Check the responsibilities you sought to fulfill when leading this change. Below those responsibilities you check, *record* the specific actions you took to fulfill each responsibility.

Responsibilities positively correlated with second-order change

☐ **Knowledge of curriculum, instruction, & assessment.** *(If checked) How knowledgeable were you about curriculum, instruction, and assessment practices related to the change initiative?*

☐ **Optimize.** *(If checked) How did you inspire and lead the change initiative?*

☐ **Intellectual stimulation.** *(If checked) How did you ensure that the faculty and staff were aware of the most current theories and practices? How did you make the discussions a regular aspect of the school culture?*

☐ **Change agent.** *(If checked) How did you challenge the status quo?*

☐ **Monitor/evaluate.** *(If checked) How did you monitor the effectiveness of the school practices related to the change initiative and their impact on student achievement?*

☐ **Flexibility.** *(If checked) How did you adapt your leadership behavior to the needs of the situation, including when there was dissention?*

☐ **Ideals/beliefs.** *(If checked) How did you communicate your ideals and beliefs about schooling?*

Responsibilities negatively correlated with second-order change

☐ **Culture.** *(If checked) How did you foster shared beliefs and a sense of community and cooperation?*

☐ **Communication.** *(If checked) How did you establish strong lines of communication with teachers, staff, and students?*

☐ **Order.** *(If checked) How did you establish a strong set of standard operating principles and routines?*

☐ **Input.** *(If checked) How did you involve teachers in the design and decisions related to the change initiative?*

