

# Six Steps for Facilitating the School-wide Implementation Review (SIR)

**Step 1: Prior to the SIR facilitation day, identify the teams that will be attending.** Remember, you will select either Reading or Mathematics. These should be school-level teams. Here are ideas for team participation:

Level	Reading	Mathematics
<b>The team (of at least three) must have knowledge of reading or math curriculum/instruction/assessment that occurs across the entire school</b>		
<b>Elementary</b>	<ul style="list-style-type: none"> <li>Principal (essential)</li> <li>Special educator</li> <li>General educator</li> <li>Reading specialist</li> <li>School counselor/social worker</li> <li>School psychologist</li> <li>Lower grade-level teacher</li> <li>Upper grade-level teacher</li> </ul>	<ul style="list-style-type: none"> <li>Principal (essential)</li> <li>Special educator</li> <li>General educator</li> <li>Math specialist</li> <li>School counselor/social worker</li> <li>School psychologist</li> <li>Lower grade-level teacher</li> <li>Upper grade-level teacher</li> </ul>
<b>MS</b>	<ul style="list-style-type: none"> <li>Principal (essential)</li> <li>Special educator</li> <li>General educator</li> <li>Reading specialist</li> <li>School counselor/social worker</li> <li>School psychologist</li> </ul>	<ul style="list-style-type: none"> <li>Principal (essential)</li> <li>Special educator</li> <li>General educator</li> <li>Math specialist</li> <li>School counselor/social worker</li> <li>School psychologist</li> </ul>
<b>HS</b>	<ul style="list-style-type: none"> <li>Principal (essential)</li> <li>Special educator</li> <li>ALL teachers are reading teachers, due to the disciplinary literacy standards</li> <li>ELA/Math/Science/Social Studies teachers</li> <li>Business/Technology/FACS/PE/etc. teachers</li> <li>Reading specialist (if one supports school)</li> <li>School counselor/social worker</li> <li>School psychologist</li> </ul>	<ul style="list-style-type: none"> <li>Principal (essential)</li> <li>Special educator</li> <li>Math teachers</li> <li>Math coach (if one supports school)</li> <li>School counselor/social worker</li> <li>School psychologist</li> </ul>

## Step 2: Access school login information

Principals may have this information to provide to the team. If not, contact your [Wisconsin RtI Center Technical Assistance Coordinator](#). We encourage schools to consider sharing login information with a CESA consultant if they support improvement efforts.

## Step 3: Print documents for the teams and participants

One copy per TEAM of the [Academic Assessments User Manual](#)

One copy per PARTICIPANT of the [SIR Line Items with Evidence](#) & [Levels of Implementation and SIR guidance](#)

## Step 4: Set aside about an hour and half to take the SIR

**Step 5: View this [video](#)** with the team prior to completing the SIR (or provide to team members ahead of time)

**Step 6: Take the SIR and take notes on the SIR Line Items with Evidence**, one person logs into the SIR to record answers and one person takes notes on [SIR Line Items with Evidence](#)

## Tips:

- It is common for a team to begin “spinning” on a line item. If this begins to occur, add notes to the SIR Line Items with Evidence and select the lowest level of implementation suggested by a team member.
- The SIR is a system assessment of the staff beliefs and action. As a result, the SIR is a leading indicator of the trajectory of your school. Student outcome assessments are a lagging indicator.
- Use the [Rtl All Staff Perception Survey](#) to gain information from the entire staff’s perception of implementation and to corroborate SIR results or to find areas the leadership team should communicate more details to the rest of the staff.
- The SIR is an annual assessment. Schools should take it at a time that works in their school improvement planning cycle (i.e. if you plan for 2020/21 in spring 2020, take the SIR prior to the planning meeting).
- When the SIR is completed, all members of your team may login to view the SIR reports. The [Academic Assessments User Manual](#) includes instructions for viewing reports.
- If more than one school in your district takes the SIR, a District SIR report is available. Contact a Technical Assistance Coordinator for login information.
- An [overview of all system assessments](#) supported by the Wisconsin Rtl Center is available.
- Please contact a [Wisconsin Rtl Center Technical Assistance Coordinator](#), CESA consultant, or attend a networking session to learn more about how to use system assessments for continuous improvement.