

Vision and Direction in Leadership Checklist

This checklist includes examples of steps leaders can take to help to create a well-functioning and forward-thinking organization and to help practitioners feel a sense of belonging as they understand their purpose within the organization. The checklist can be used as a self-evaluation by leaders at both state and local levels to ensure that

they are articulating and using the vision and mission of the organization not only to create a supportive work environment, but also to help determine the future activities of the organization and to provide direction to the larger early care and education community for improving services for ALL children and families.

Leader: _____

Date: _____

Please indicate the extent to which you use these practice characteristics as a leader:	Seldom or never (0 - 25%)	Some of the time (25 - 50%)	As often as I can (50 - 75%)	Most of the time (75 - 100%)	Notes
1. Create/revise and/or convey a vision and mission for the program derived from stakeholders who use or are invested in the system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Develop priorities and strategic plans consistent with the vision and mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Create an organizational culture that values transparency and collaborative decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Continue to learn and stay abreast of knowledge and research pertinent to work and share this information with other colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Use data-informed decision making to work toward improving services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Advocate for and secure the fiscal and human resources needed to provide quality services and supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Understand and communicate how your program/agency fits into the larger service system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Advocate for and promote the importance of early intervention and early childhood services and supports for all children and families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is based upon the following *DEC Recommended Practices*: Leadership 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14
The DEC Recommended Practices are available at <http://dec-sped.org/recommendedpractices>

Access this checklist and other products at <http://ectacenter.org/decrp>
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