



Instructional Leadership Weekly Reflection Log

For Principals & School Leaders

Name: _____

Week Of: _____

School: _____

1. Instructional Focus

What was your instructional priority this week?

E.g., literacy walkthroughs, math instruction alignment, student engagement strategies.

Reflection:

[Fillable Text Box]

2. Classroom Observations & Feedback

How many classrooms did you visit? What feedback or coaching did you provide?

- **# of Classrooms Visited:** _____
- **# of Feedback Conversations Held:** _____

Key Insights or Trends:
[Fillable Text Box]

3. Data Use for Instruction

How did you use data to inform instructional decisions this week?

E.g., Analyzing benchmark results, reviewing attendance trends, student work samples.

Reflection:
[Fillable Text Box]

4. Professional Learning & Teacher Support

What professional development or support did you offer or participate in?

This Week's Focus:
[Fillable Text Box]

Teacher Needs or Next Steps Identified:
[Fillable Text Box]

5. Equity & Student Learning

How are you monitoring and supporting equity and high expectations for all students?

Reflection on Student Learning & Equity Practices:

[Fillable Text Box]

6. Family & Community Engagement (Instructional Impact)

How did your communication or community work support learning?

E.g., parent workshops, sharing student progress, culturally relevant engagement.

Reflection:

[Fillable Text Box]

7. Reflections & Adjustments

What worked well? What will you adjust next week?

What I Will Continue:

[Fillable Text Box]

What I Will Do Differently:

[Fillable Text Box]

☒ **8. Next Week's Instructional Priorities**

Set a clear focus aligned with school goals and student needs.

Top Priority:

[Fillable Text Box]

Supporting Actions:

[Fillable Text Box]

 9. Final Reflection / Gratitude

Wrap up the week with any closing thoughts or positive moments.

Reflection or Gratitude:

[Fillable Text Box]