



Emozi Succession Planning Checklist

Ensuring Continuity of Character Development Across Leadership and Staff Changes

Purpose:

To protect Emozi implementation from disruption during leadership or staff transitions.

Checklist

1. Documentation & Access

- All Emozi staff are registered and have current access to the online portal.
- Online access forms are updated promptly for any new or departing staff.
- Printed copies of pacing guides, vision-building guides, and posters are stored in a central location.
- Hard copies of PreK–5 storybooks (if purchased) are kept in the library or shared resource room.

2. Training & Orientation

- All new teachers receive Emozi training through the online curriculum.
- An onboarding checklist (by grade band) is provided to each new Emozi teacher.
- The Substitute Teacher Kit is stored with classroom materials.
- New administrators are given an **Emozi overview packet** (vision, rationale, pacing, assessments, family engagement).



3. Leadership Continuity

- At least two staff members (admin + teacher leader) are trained to oversee Emozi.
- Peer networking connections (within district or across schools) are in place for ongoing support.
- An annual sustainability plan is updated and shared with leadership teams.

4. Family & Community Engagement

- Family newsletters, flyers, and Emozi Night resources are stored in a shared folder.
- Parent/community presentations are saved for easy reuse by new leaders.
- A record of family engagement activities is maintained (dates, attendance, feedback).

5. Data & Evaluation

- Pre/post assessment plans are clearly documented.
- Data dashboards or tracking spreadsheets are updated annually.
- Evidence of impact (student work, success stories, quotes, photos) is collected for continuity.

6. Transition Preparation

- Outgoing administrators meet with incoming leaders to provide an Emozi handoff.
- A one-page “Emozi Quick Reference” is available for new leaders.
- District-level contacts (sales, support, trainers) are documented and accessible.



✓ Administrator Reflection Prompts

- If I left tomorrow, could someone step in and continue Emozi with minimal disruption?
 - What systems (folders, checklists, data trackers) would they need to access right away?
 - Who are the key Emozi champions in my building who can mentor new staff?
 - What can I do now to strengthen continuity for next year?
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✨ Outcome:

This checklist ensures Emozi becomes part of the **school culture**, not just the work of one leader or one group of teachers.