Team Roles and Responsibilities

School Leadership Team...

- Takes a balcony view of the school
- Assists the principal in making decisions to govern the school (shared decision making)
- Ensures a focus on learning and continuous improvement
- Guides the work of the collaborative teams
- Supports and monitors the work of the collaborative teams
- Serves as the steward of the school’s mission, vision, core values (commitments)
- Monitors achievement, climate and satisfaction data to assure that the learning environment is producing results consistent with the school’s stated goals
- Identifies gaps in performance or processes and plans for their improvement
- Aligns school’s work with the district and classroom

Collaborative Team Leaders...

- Organize and facilitate all team meetings
- Must “communicate” with all team members and other teams
- Hold each team member responsible for the core tasks of the team
- Delegate the core tasks for equal distribution among team members
- Share in the workload of the team
- Extend support and encouragement to new members of the course/team – guide new team members to gradually increase participation in the team
- See that time frame deadlines are met by all members of the team
- Exhibit patience and a sense of humor
- Make a conscious effort of appreciation

The School Leadership Team seeks to build the collective capacity of collaborative teams of teachers...

1. What do we need to conduct ourselves as a high-functioning team?
2. What do we expect all teachers to know and be able to do?
3. How will we know when they are able to do it?
4. How will we respond when teachers already know it?
5. How will we develop first best instruction in our professional development and support of teachers?
6. How will we respond when teachers are struggling?
7. How will we know if our support is the stimulus for teachers’ professional growth?
Team Roles and Responsibilities

**Collaborative Teams...**

- Focus on learning and continuous improvement
- Are responsible for service and program delivery
  - Standards
  - Assessment
  - Instruction
- Manage the day-to-day services provided to students –
  - Those who exceed
  - Those who meet
  - Those who do not meet
- Monitor achievement, climate and satisfaction data to assure that the learning environment is producing results consistent with the school’s stated goals
- Identify gaps in performance or processes and plans for their improvement
- Align team’s work with the school and classroom
- Align with grade level before and after

**Collaborative Team Members...**

- Are prepared for each meeting
- Adhere to agreed-upon norms by conducting themselves in a professional manner
- Guarantee security for shared assessments
- Develop assessments and personalize others to their individual instructional style using shared resources as a guide
- Share assessments, materials and ideas with all team members
- Complete the assigned core tasks on time
- Provide voluntary participation and seek to help the team facilitator as needed
- Make a conscious effort towards appreciation of the team facilitator and other team members