

**Examining Team Structures and Functions Template**

“I can do things you cannot, you can do things I cannot; together we can do great things.” -Mother Teresa

**Purpose:**

A sustainable system of support relies on teams working together and holding each other accountable toward equitable outcomes for each and every learner. Collaboration occurs through intentionally designed linked leadership teams that meet regularly and use implementation and outcome data to action plan and monitor progress for continuous improvement that is inclusive of all learners. Teams foster open communication channels so all agreed-upon practices are understood, and practitioners can ask questions and provide feedback. Teams also coordinate staff, resources, and professional learning to ensure sustainability and fidelity.

**Description:**

This resource provides recommended purposes and functions of district, school, and teacher teams engaged in meaningful continuous improvement. It also provides a blank template to document a district’s current state of linked team infrastructure. Comparing their current state to the recommended system provides an avenue to target improvement in collaboration and leadership practices.

**Guiding Questions:**

* *What’s your system for collaboration and leadership across the district (i.e., central office, schools, and classrooms) for aligned improvement and implementation?*
* *Do the teams reflect the full diversity of the students and community served by the district or school?*
* *How are teams structured and supported to work effectively and efficiently at each level?*
* *What sources of data are used by teams?*
* *How are teams across the system using both implementation data and outcome data to inform decisions and actions?*
* *How is improvement work linked among teams: teacher teams, building teams, and district teams?*

**Suggested Uses:**

* To review and develop an effective, linked system for collaboration and leadership to support continuous improvement efforts.

**Suggested Time:**

* Plan for 60 to 90 minutes with time for follow-up.

**How to Use this Resource:**

This activity is designed to be completed by a team to provide clarity about the work of current teams engaged in continuous improvement at each level and to identify possible adjustments that ensure strong shared leadership and collaboration.

* Review the related continuous improvement process guide and rubric to reflect on the design of your district’s infrastructures at each level to support data-informed decisions regarding the selection, implementation, and monitoring of evidence-based improvement strategies.
* Fill in the “Template” by describing your current team structure at each level; district, school and teacher.
	1. In the column titled “Linked Teams”, enter the team members currently engaged in the continuous improvement process at the district, school and teacher level.
	2. In the column “Purpose and Function”, describe the current purpose and specific functions for each team.
	3. In the column “Data Sources”, describe how results of teamwork are used to inform improvement at district, school or teacher team level.
* Compare and contrast your system to the continuous improvement process guide and rubric to identify areas for adjustment in members, structures, purpose, function, or data sources.
* Plan and implement action steps to improve your collaboration and leadership.

**References**

Edwards, R. W., Jumper-Thurman, P., Plested, B. A., Oetting, E. R., & Swanson, L. (2000). Community readiness: Research to practice. Journal of Community Psychology, 28(3), 291-307

Weiner, B. (2009). A theory of organizational readiness for change. Implementation Science, 4(1), 67

**Key Words**

Collaboration, Leadership, Team, Data

**Examining Team Structures and Functions: A Reflection and Planning Template**

Use this template to provide clarity about the work of current teams engaged in continuous improvement at each level, and compare the work of these teams with WI’s continuous improvement process rubric to identify possible adjustments that ensures strong shared leadership and collaboration.

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| **Linked Teams** | **Purpose and Function** | **Decision & Data Sources**  |
| **District Team****Members:** *List the positions of members of your district team. Consider adding a member from the school team.***Meeting Structure** (schedule):  | **Purpose.** *Describe the purpose of this team including roles and responsibilities:* | **To inform.** *Describe how the team will use data to inform decisions regarding selecting, implementing, and monitoring evidence-based improvement strategies in the district*. |
| **Function.** *List the teams functions including communication structures and protocols* | **Data Sources.** *List the data sources this team uses to examine student outcomes, teacher and leadership practice, and fidelity of evidence-based improvement strategies.*  |
| **Adjustments Needed:** *Describe adjustments needed to members, structures, purpose, function, or data sources* |
| **School Team****Members:***List the positions of members of your school team.**Consider linking a member from teacher teams and district team.* **Meeting Structure (schedule):**  | **Purpose.** *Describe the purpose of this team including roles and responsibilities:* | **To inform.** *Describe how the team will use data to inform decisions regarding selecting, implementing, and monitoring evidence-based improvement strategies in the district*. |
| **Function.** *List the teams functions including communication structures and protocols* | **Data Sources.** *List the data sources this team uses to examine student outcomes, teacher and leadership practice, and fidelity of evidence-based improvement strategies.*  |
| **Adjustments Needed:** *Describe adjustments needed to members, structures, purpose, function, or data sources.* |
| **Teacher Team****Members:***List the positions of members of your teacher team. Consider linking a member from the school team.* **Meeting Structure (schedule):**  | **Purpose.** *Describe the purpose of this team including roles and responsibilities:* | **To inform.** *Describe how the team will use data to inform decisions regarding selecting, implementing, and monitoring evidence-based improvement strategies in the district*. |
| **Function.** *List the teams functions including communication structures and protocols* | **Data Sources.** *List the data sources this team uses to examine student outcomes, teacher and leadership practice, and fidelity of evidence-based improvement strategies.*  |
| **Adjustments Needed:** *Describe adjustments needed to members, structures, purpose, function, or data sources* |

[Brief Feedback](https://goo.gl/forms/lWPej5Ixj6nEPd423)
Thank you for helping to improve these resources.

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