

Steps for Collaboration

In addition to finding time for collaboration, the team will need to articulate how collaborative teams will be facilitated and structured. Teams should develop procedures for managing their time, working in a collegial manner, being efficient, and demonstrating accountability.

Teams should consider using the following routines.

- ❑ Set up collaborative teams and define team roles:
 - Team leader who keeps the group focused and on task.
 - Time keeper who helps with efficient use of time.
 - Recorder who manages the agenda and minutes.
 - Data leader who finalizes data displays and summaries generated by team.
- ❑ Develop a schedule for collaborative teams to meet. See Tool 7 on next page.
- ❑ Articulate how collaborative teams will be facilitated and structured:
 - Provide format for agendas, minutes.
 - Set up ground rules or norms for group member engagement.
- ❑ Plan for administrator support and engagement in team meetings.
- ❑ Reflect on what was accomplished and how the team functioned.
- ❑ Record collaboration plan in District and Building Professional Development Plan.

District Professional Development Plan

Collaboration/Implementation

Describe collaboration (including opportunities for observation and reflection).

Describe the study of implementation at the district level.

Building-Level Professional Development Plan

Collaboration/Implementation

Describe collaboration (including opportunities for observation and reflection).

Describe the study of implementation at the building level.