

**Content Team Leader Checklist:** This document allows a leader to spot check the implementation of the content teams s/he leads once per month.

Domain	Looks Like	Done?
Planning	✓ You have read the lesson and/or text carefully that will be studied and made annotated notes in the text to highlight areas of particular focus with your team and your students.	<input type="checkbox"/>
	✓ You have studied the state standards (or whichever standards guide your student achievement targets) and linked the objective of the content team meeting to specific standards.	<input type="checkbox"/>
	✓ You have used one or more of the following sources of information to direct the agenda of the meeting: school goals/objectives, unit/lesson content (current or upcoming), recent student data, teacher observations or student work.	<input type="checkbox"/>
	✓ You have crafted an agenda for your content team that includes: a specific goal of the meeting, resources needed for the meeting, specific time allocations of each agenda item (meetings should be <b>at least</b> 45 minutes long).	<input type="checkbox"/>
	✓ You have developed a leader's agenda that states exactly what success of the meeting will look like and includes key questions/activities you will ask of the team and expected answers and areas of potential confusion for your team.	<input type="checkbox"/>
Set-Up	✓ You have sent out the calendar invite to your team that includes the agenda for the meeting which outlines any pre-work for the group or any resources they should bring to the meeting.	<input type="checkbox"/>
	✓ You have put together any materials needed for the meeting (e.g. copies of student work, student texts, math manipulatives or professional readings).	<input type="checkbox"/>
	✓ The room for your meeting has been reserved and it is free of students which will allow for all participants to concentrate on the meeting.	<input type="checkbox"/>
Launch	✓ Meeting starts on-time and the objective is clearly stated and team members do a quick check of the agenda to make sure they are fully prepared.	<input type="checkbox"/>
	✓ Team culture is addressed in some fashion – allowing team to celebrate success, bond as a group or share a bit of joy on the job.	<input type="checkbox"/>
	✓ A timekeeper is assigned as well as a note-taker for the meeting to make sure the meetings stays on schedule and any necessary next steps are detailed.	<input type="checkbox"/>
Meeting Content	✓ Regardless of meeting focus, DuFour's 4 questions serve as the guiding principle of the meeting ensuring that discussion ultimately ties to: (1) what do we want students to learn?; (2) how will we know they've learned it?; (3) what will we do if they don't learn?; (4) what will we do if they are proficient?	<input type="checkbox"/>
	✓ Leader guides the meeting through purposeful questions and directed activities, making sure to have 100% participation from every member of the team.	<input type="checkbox"/>
Wrap-Up	✓ Wrap-up includes a reflection by the team on the progress made towards the stated objective of the meeting.	<input type="checkbox"/>
	✓ Leader directs the meeting in accordance with planned timing to ensure that there is sufficient time for questions and checks for understanding.	<input type="checkbox"/>
	✓ Any necessary housekeeping items or procedural issues are covered at the conclusion of the meeting so as to not take away from primary focus.	<input type="checkbox"/>
Follow-up and Monitoring	✓ Any noted takeaways or next steps are included in an immediate follow up e-mail to the team that includes due dates and clear lines of responsibility for each item.	<input type="checkbox"/>
	✓ Leader sets his/her schedule to observe teachers implementing instructional moves or lessons covered in the meeting. If appropriate student work collection is also scheduled to best determine effectiveness of meeting.	<input type="checkbox"/>