Content Team Leader Ongoing Responsibilities

*In order for the content team to continue functioning effectively, the leader must maintain four core functions:*

**Task #1: Team Culture.** The leader is responsible for shaping the mindset of the team, managing relationships, etc. The leader should address the following questions:

- How do I foster a culture of joy in our meetings? How will we celebrate success?
- How do I make every meeting an impactful use of time? If this is a new way of working for teachers in my school, how do I manage the perception (about loss of planning time, the stress of public scrutiny, etc.)?
- How do I build cohesiveness among team members?

**Task 2: Content Preparation.** The leader is responsible for defining and sharing a plan to address how student work and data that will be reviewed and collected. S/he will be responsible for answering several questions on a recurring basis:

- Which student work (from which grade level, course, teacher, etc.) is most pressing to review? Why?
- Which data points are most pressing for us to mine? What are our leading indicators of success?
- How will we equitably distribute time for work and curriculum review across team members? How will we ensure that all members of our team learn from the study?

**Task #3: Progress Monitoring.** The leader is responsible for making sure that the team is realizing the goals that it establishes for itself. In monitoring progress the leader must answer the following questions:

- When will progress toward each of the SMART goals be monitored? By whom?
- What student work will we analyze as evidence of student learning/data relative to our SMART goals?
- How will evidence of progress toward each SMART goal be collected?
- When will the team reflect on the data and evidence for SMART goals?
- When will the team act on the results of progress?
- How will that action be supported? (e.g. How will teachers receive coaching and PD on areas of need?)

**Task #4: Team Coordination** – The team leader is responsible for all scheduling and communication for the team, which includes:

- Calendaring all team meetings, times, and locations.
- Scheduling time and space for weekly meetings.
- Scheduling SMART goals due dates.
- Calendaring evidence collection windows for Data Study meetings in order to measure progress toward SMART goals, common assessments, etc.
- Ensuring that a wrap-up e-mail is sent out within 24 hours that summarize key takeaways and next steps.

**Resources:**

- **Making Time for Collaboration** – A tool for helping leaders make sacred space for meeting and working together.