



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 create 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.