

Checklist for Establishing and Maintaining Collaborative Teams Schoolwide

Preliminary Processes

- Establish and train a leadership team that includes key teacher leaders and is responsible for the school's overall vision.
- Identify specific collaborative team structures the school will use.
- Establish the frequency with which different teams will meet.
- Adjust the schedule to provide collaborative time.
- Develop internal (for staff) and external (for students and parents) communication regarding the collaborative team process.
- As a leadership team, model the collaborative process expected from teams schoolwide.
- Survey staff beliefs, understandings, and experiences regarding collaboration.

Beginning Schoolwide Collaboration

- Communicate clear expectations for the work in which collaborative teams will engage, such as creating proficiency scales or developing teacher abilities.
- Facilitate the creation of group norms by distributing samples, collecting copies of each team's norms, and providing feedback to teams regarding those norms.
- Identify and collect specific artifacts or products from collaborative teams to monitor their initial work and provide feedback.
- Develop a sit-in schedule to observe the collaborative process of each team.
- Highlight best practices and celebrate the work of collaborative teams that are functioning well.
- Periodically ask collaborative teams to engage in self-evaluation regarding adherence to team norms.
- Meet with the leadership team to reflect on initial progress and plan support needed for continued progress.

Continuing Schoolwide Collaboration

- Continue to collect artifacts of practice to monitor the work of all teams.
- During staff meetings, have various collaborative teams present products of their work.
- Identify and assist teams that are struggling with the collaborative process.
- Intervene and take necessary action for teams that are dysfunctional or not engaging in the collaborative process.
- Focus sit-in observations on teams needing the most assistance and provide more autonomy to teams functioning well.
- Meet with the leadership team to reflect on the schoolwide collaborative team processes and plan for adjustments if necessary.