

ASSESSING A TEAM'S QUALITY OF WORK

To maintain the quality and effectiveness of a team's work, team members need to take time to reflect on what the team is doing. Following are areas of discussion that can help teams assess their work. Teams may use these questions to gauge their work and use the indicator chart for each question to note the team's effectiveness.

PROCESS:

1. How effective is our team in developing practices that improve student learning?

Sample indicators:

- What practices for instructing and assessing our students have we changed, tried or added to our repertoire?
- How have we addressed the needs of diverse learners?
- Do we use protocols for looking at student work to tell us about how are students are doing?
- Do we observe each other's classrooms and have follow-up discussions about what we observe to improve learning, teaching, and assessment?
- Have we developed rubrics or assessment criteria for assessing student work?

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2. How effective are we in communicating our work?

Sample indicators:

- Do we allow time at each team meeting for an update from the leadership team liaison?
- Do we maintain and distribute clear, concise minutes to team members and others who may be interested?
- Do we employ multiple ways of communicating our work such as newsletters, email communication, displays, presentations to other groups, and team mailbox?
- Do we allow time for team members to socialize?
- Do we include written reflections on our team's work and progress as part of team meetings?

3. How effective are we in team facilitation and decision making?

Sample indicators:

- Have we established team norms and do we respect them?
- Do we make team decisions by consensus?
- Do we use the expertise of individual teachers and teams to inform our thinking on specific issues?
- Do we make presentations to the full faculty for decisions on issues that impact the entire school?
- Do we make sure every team member is accountable for team progress and performance?