

## DLT

### ROLES

1. Ensure district (DLT and BLT) is following the district plan.
2. Set up the monitoring structures/procedures for DLT and provide parameters to BLTs.
3. Monitor and evaluate the district plan.
4. Communicate to buildings the specific data to be collected, summarized and provided to the DLT.
5. Establish schedule for data review.
6. Assure BLT understands monitoring procedures and practices.
7. Regularly analyze data aggregated across buildings.
8. Make mid-course corrections in district plan based on implementation and student performance data.
9. Provide "talking points" to BLTs following DLT sessions.

### RESPONSIBILITIES

1. Maintain DLT Notebooks
  - a. Agendas and notes from meetings
  - b. DLT and building plans
2. Report to BLTs and Staff
  - a. On "talking points" from DLT meetings
  - b. On district plan
3. Investigate and select research based intervention strategies that are consistent across the district.
4. Follow team-developed meeting "rules".
  - a. Respect each other's viewpoints.
  - b. Limit sidebar conversations.
  - c. Begin and end on time.
  - d. Stay focused on task.
  - e. Participate in all discussions.
5. Provide BLT teams with routines that will ensure well-run meetings, e.g., start and end on time, agendas, norms, and minutes.
6. Communicate clear procedures for teams to follow for reporting and documentation.
7. Provide dedicated schedule that allows BLTs to orchestrate job-embedded professional development.

## BLT

### ROLES

1. Ensure teachers and administrators are following district and building plans.
2. Establish monitoring structures/procedures for the BLT.
3. Monitor and evaluate the building plan with fidelity.
4. Communicate to TBT's the specific data to be collected, summarized and provided to the BLT.
5. Establish schedule for data review
6. Assure TBT's understand monitoring procedures and practices.
7. Regularly review data aggregated across TBT's.
8. Make mid-course corrections in building plan actions based on implementation and student performance data.
9. Summarize and provide data to the DLT.

### RESPONSIBILITIES

1. Maintain BLT Notebook
  - a) Agendas and notes from meetings
  - b) DLT and building plans
  - c) TBT data
  - d) SCAFI's
2. Report to DLT
  - a) On adult indicators and student performance
3. Monthly meeting (minimum) time to be decided. Essential items at each meeting: DLT Report and Review of Progress in 3 Goal Areas: Reading, Math, and Climate
4. DLT/BLT updates at staff meetings.
5. Determine purpose of TBT meetings.
6. Provide TBT teams with routines that will ensure well run meetings. e.g., start and end on time, agendas, norms, and minutes.
7. Communicate clear procedures for teams to follow for reporting and documentation.
8. Provide dedicated schedule that allows for teacher- based teams to meet regularly, consistently with uninterrupted time.

## TBT

### ROLES

1. Implement the building plan.
2. Establish schedule for meetings.
3. Implement instructional strategies.
4. Collect adult implementation and student performance data across students, summarize data for BLT.
5. Interpret data for impact on student performance and make changes to the classroom instruction accordingly.
6. Periodically assess the effectiveness of the TBT.

### RESPONSIBILITIES

1. Provide BLT with agenda and notes from scheduled (2-4 times monthly) meetings.
2. Collaboratively score SCA, analyze SCA data, and complete the SCAFI.
3. Use data to guide instruction and provide intervention.
4. Follow the 5-Step TBT Process:
  1. Collect and chart data.
  2. Analyze student work specific to the data.
  3. Establish expectations for implementing specific changes in the classroom including job-embedded professional development.
  4. Implement changes consistently across all classrooms.
  5. Collect, chart and analyze post-data, discuss successes, challenges and make decisions based on the results.