

## **Middle School Teaming Guidelines**

**Definition:** A team is a small learning community in which a group of core subject teachers who share the same students, share consistent expectations, work collaboratively to integrate curriculum, create interdisciplinary units, plan meaningful learning, build team spirit and community, address the needs of every child, and develop our professional expertise in teaching & learning.

### **Establish Beliefs:**

*We believe that:*

### **Establish Goals:**

*Our goals for school year are:*

### **Establish Team Meeting Guidelines:**

**We will achieve these goals by:**

## Roles and Functions of Team Members

Role	Duties	Team Member Responsible
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• Presides over meeting</li> <li>• Solves Conflicts</li> <li>• Represents team on Building Leadership team.</li> <li>• Liaison between team and other staff.</li> </ul>	Appointed
<b>Curriculum Coordinator</b>	<ul style="list-style-type: none"> <li>• Keeps calendar of tests, curriculum and weekly topic agenda for each discipline</li> </ul>	
<b>Notetaker/Recorder</b>	<ul style="list-style-type: none"> <li>• Keep written record of planning topics, decisions, agendas</li> </ul>	
<b>Time Keeper</b>	<ul style="list-style-type: none"> <li>• Assures meetings begin on time</li> <li>• Keeps team on focus</li> <li>• Alerts team to time remaining 5 minutes before end of the period</li> </ul>	
<b>Librarian</b>	Maintains the following records: <ul style="list-style-type: none"> <li>• Student interest survey</li> <li>• Progress reports</li> <li>• Awards &amp; certificates</li> <li>• Resources</li> </ul>	
<b>Treasurer</b>	Keeps Track of Team Funds	
<b>Field Trip Coordinator</b>	Coordinates Field Trips among own and other teams. Communicates to Special areas and Cafeteria the date and details of the trip.	
<b>P.R. Person</b>	In charge of newsletter articles, organizing bulletin board, team tri-fold and web-site info. Reminds staff of updating homework hotline.	
<b>Special Events Coordinator</b>	Organizes team building activities, ceremonies and assemblies.	

***\*\*There is no expectation that each role be assigned to team members\*\****

## Team Planning Schedule

Meeting Place/ Room \_\_\_\_\_ Time \_\_\_\_\_

*General topics should include:*

**Professional Development (Team Goal), Interdisciplinary Planning, Student Concerns Day**

Monday	Tuesday	Wednesday	Thursday	Friday
Day 1	Day 2	Day 3	Day 4	Day 5

**This Years' Team Goal:**

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### Possible Topics for Meeting Time

1. Reviewing students work to gain a complete picture of the child
2. Sharing Successes & Struggles
3. Developing consistent behavioral expectations and the teams role in helping students grow in this area (RP)
4. Brainstorming Unit Themes and Planning Common Core Units
5. Reviewing best practices and new strategies
6. Reporting back to the team the outcome of trying a new teaching strategy
7. Planning to reinforce specific academic skills across the team.
8. Working to build team unity and identity
9. Planning celebrations, gatherings, events etc
10. Arranging Team Guest Speakers
11. Sharing and discussing relevant articles
12. Parent Involvement Plans
13. Help the team leader in selecting items to be shared at team leader meetings or faculty meetings.
14. Holding Student/Parent conferences
15. Discuss students and create strategies to help them succeed.

## **Team's Academic Practices**

### **Team Procedures**

**-How will our team address these common procedures/decisions?**

- 1. Late work:**
- 2. Redo Options:**
- 3. Make up work:**
- 4. Grading Adjustments (Special needs students):**
- 5. Frequency of Assignments:**
- 6. Length of Homework Assignments:**

**-How will we team up to support critical skills and habits of mind?**

- 1. Reading Comprehension**
- 2. Writing Mechanics**
- 3. Vocabulary**
- 4. Research**
- 5. Internet Use**
- 6. Self-Assessment**

## **Guidelines for Handling Controversy on Our Team (Sample)**

- **Promote a Cooperative (not competitive) environment**
- **Criticize ideas not individuals**
- **Emphasize achieving team goals**
- **Focus on coming to the best decision**
- **Identify disagreements**
- **Encourage everyone to share ideas**
- **Respect one another's viewpoints**
- **Listen to all ideas**
- **Don't personalize conflict**
- **Paraphrase or restate for clarity**
- **Disagreeing members work to understand other's perspective**
- **Analyze pros and cons of each side**
- **Change your mind when evidence warrants it**
- **Work to combine several positions into a new creative position**



## HOW WELL DO WE TEAM?

This is an in-house evaluation to be used as a guide for further planning and self-improvement.

<b>Do We:</b>	<b><u>Almost Always</u></b>	<b><u>Occasionally</u></b>	<b><u>Rarely</u></b>
(1) Develop and use team meeting agendas?	_____	_____	_____
(2) Have established ground rules for our meetings?	_____	_____	_____
(3) Strive to honor our ground rules?	_____	_____	_____
(4) Have meetings in which everyone contributes?	_____	_____	_____
(5) Share all responsibilities fairly and equally?	_____	_____	_____
(6) Have understood goals and priorities?	_____	_____	_____
(7) Design plans which reflect our team's priorities?	_____	_____	_____
(8) Stay on task during meetings?	_____	_____	_____
(9) Support and encourage each other?	_____	_____	_____
(10) Strive to achieve consensus?	_____	_____	_____
(11) Express feelings openly and honestly?	_____	_____	_____
(12) Face conflict candidly, and work to resolve it?	_____	_____	_____
(13) Evaluate our work throughout the year?	_____	_____	_____
(14) Use humor to deal with our differences?	_____	_____	_____
(15) Value our team as professional resource?	_____	_____	_____

(Doda, Nancy)