

Canyons School District
BUILDING LEADERSHIP TEAM ROLES & RESPONSIBILITIES

ROLE	BUILDING LEADERSHIP TEAM ROLES & RESPONSIBILITIES	Person(s) in Role
Principal	<ul style="list-style-type: none"> • Attends all <u>BLT Professional Development</u> with leadership team. • Attends all <u>BUILDING LEADERSHIP TEAM MEETINGS</u>. • <u>ESTABLISHES VISION</u>: Understands and ensures the integration of Canyons’ Student Achievement goals, action plans, systems, data & practices with existing structures, initiatives and SCHOOL IMPROVEMENT ACTIVITIES to work toward agreed-upon achievement goals. • Ensures that information, actions and proposals developed during BLT professional development and meetings are communicated to all staff in a timely manner during <u>STAFF MEETINGS</u>, building <u>PROFESSIONAL DEVELOPMENT</u> time, and <u>PROFESSIONAL LEARNING COMMUNITY</u> time. • Works with building team coordinator(s) to prepare & finalize agenda for <u>BUILDING LEADERSHIP TEAM MEETINGS</u>. Ensures that the team leader(s) has/have set the dates/time/location for meetings (at least monthly) and that this information has been communicated to team members, faculty, and the Achievement Coach and involved District Staff. • Works with team coordinator(s) to guide the leadership team through meeting agenda, initiates discussion, helps team prioritize efforts, and helps to keep team on topic. • Works with the building team coordinator(s) to ensure that behavior & academic action plans are continuously updated and that staff are following through with agreed-upon tasks, interventions, and strategies. • Works with team, team coordinator, achievement coach, behavior & academic specialists, external coach or Central Administration to identify areas of student and staff needs within the building and helps to advocate at the district level for resources, materials, and training. • Ensures the development of professional learning communities that focus on student achievement within the school by encouraging staff to use data to inform, ask questions and provide support, particularly to staff that may be struggling. • Assigns staff to enter academic and behavior data into appropriate databases on a regular basis. • Ensures that communication and opportunities for planning and involvement exist with families and community regarding schoolwide goals and activities. 	
Team Coordinator(s)	<ul style="list-style-type: none"> • Works with the principal to set the dates/times/location (<u>MEETING SCHEDULE</u>) and <u>AGENDA</u> for schoolwide meetings and communicates this information to team members, faculty, and the involved district staff. • Addresses agreement, conflict, and resistance; leads team in generating strategies to address these and works with Achievement Coach & district staff for assistance. 	

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	<ul style="list-style-type: none"> • Coordinates communication with team (reminds team of meetings, trainings, what data to bring, etc.) • Refers to the developed <u>ACTION PLAN</u> on meeting agendas and ensures the action plan addresses all critical elements of needs. • Keeps team focused on the “big picture” • Helps interpret data, helps link data to overall school needs and goals. • Ensures that someone is taking <u>MINUTES</u> (record of meeting decisions/action) and that someone keeps the <u>ACTION PLAN</u> and related <u>TASK LISTS</u> updated. • Makes sure responsibilities for completing tasks are evenly distributed across all team members. • Makes sure all team members are contributing to activities and product development and leads team in brainstorming strategies to increase fidelity. • Ensures that action plan, task lists, and meeting minutes are distributed or otherwise made available to team members for use at meetings. • Prompts the principal and leadership team to ensure implementation of the Action Plan • Ensures that communication and opportunities for planning and involvement exist with families and community regarding schoolwide goals and activities. 	
Building Behavior Specialist	<ul style="list-style-type: none"> • Depending on role in building, may participate on the <u>BUILDING LEADERSHIP TEAM</u> when school-wide behavior is discussed. • Helps interpret behavior-related data • Helps guide team regarding implementation of Schoolwide Positive Behavior Interventions and Supports (PBIS), modeling of practices and fidelity checks. • Ensures that communication and opportunities for planning and involvement exist with families and community regarding schoolwide goals and activities 	
Building Academic Specialist	<ul style="list-style-type: none"> • Depending on role in building, may participate on the <u>BUILDING LEADERSHIP TEAM</u> when specific school-wide academic information is discussed • Help team organize and interpret schoolwide academic data • Helps team organize plan for selection, training, implementation and fidelity checks regarding evidence-based schoowide instructional practices. • Ensures that communication and opportunities for planning and involvement exist with families and community regarding schoolwide goals and activities. 	

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All Building Leadership Team Members	<ul style="list-style-type: none"> • Review agenda items prior to scheduled school improvement/leadership team meetings • Attend meetings, review data & share ideas & input. • Follow through with any assigned tasks between meetings as needed. • Bring necessary materials to all meetings and adheres to agreed-upon group norms. • Ensures that communication and opportunities for planning and involvement exist with families and community regarding schoolwide goals and activities. 	
Achievement Coach	<ul style="list-style-type: none"> • Participate on the <u>BUILDING LEADERSHIP TEAM</u> • Coach teachers in effective instructional practices and student engagement strategies including classroom management • Coordinate schoolwide benchmark testing in language arts and math • Support teachers in using relevant and reliable data to monitor progress and make instructional decisions • Assist grade level Professional Learning Communities in using common formative assessments to plan instruction, interventions, and enrichment • Coordinate supplemental services • Participate in district coaching network and share with principals, leadership team, and teachers 	
All Staff Members	<ul style="list-style-type: none"> • Participate in discussions and activities to build consensus around a common schoolwide vision and plan • Review agenda items prior to scheduled staff/faculty meetings and professional development • Implement selected schoolwide evidence-based practices with fidelity • Attend meetings/ professional development, review data & share ideas & input • Follow through with any assigned tasks between meetings as needed • Bring necessary materials to all meetings and adheres to agreed-upon group norms. • Work to build a “safe environment” that includes giving and receiving feedback regarding fidelity of practice implementation. • Complete and submit all schoolwide assessment measures according to annual schedule • Ensures that communication and opportunities for planning and involvement exist with families and community regarding schoolwide goals and activities. 	
External Coach	<ul style="list-style-type: none"> • Member of the District Leadership Team and the Building Leadership Team. • Provides or helps arrange the acquisition of materials, training and support to district-level leadership staff to ensure these staff understand and can help drive the implementation and integration of data, systems and practices around agreed-upon district outcomes. • Facilitates conversations with district leadership, principals, achievement coaches and team leaders regarding building/district needs based on data analysis. • Advocates for a district response in the identification of strategies and resources to meet identified building needs. • Provides training, technical assistance, and support to the Achievement Coaches, Team Coordinator(s), and/or Behavior & Academic Specialists to develop fluency regarding data, systems and practices. 	

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	<ul style="list-style-type: none"> • Encourages team to meet at least monthly and collects documentation of activities. • Observes team members' behavior during meetings and points out agreement, conflict and resistance. • Offers forms and tools to assist in record keeping and development of products. • Compares team's activities and products to information received at trainings to ensure fidelity and highlights inconsistencies, guides revisions and reports needs to District Leadership. • Compares team's Action Plan to evaluation tools (Surveys, Fidelity Checks, Gap Analysis Tools) in order to document progress towards full implementation such as highlighting critical elements not reflected in Action plan and reports progress to team and District Leadership. • Assists team in using a structured problem-solving process and using data to make decisions. 	