

District Implementation Team Recruitment and Selection

The purpose of this document is (1) to outline preferred skills, roles, and responsibilities for individuals mutually agreeing to participate on a District Implementation Team (DIT); (2) assist district leaders in determining who to recruit and mutually select to participate on the DIT.

Team Description

The district implementation team meets to focus on the following:

- Develop and maintain a district implementation infrastructure to support schools in their use of effective innovations (EIs)
- Engage in district data analysis and problem-solving
- Create implementation plans based on data and needs generated during team meetings
- Ensuring communication amongst different groups/ teams across the district

A District Implementation Team is of functional size and is representative of cross-departmental perspectives (e.g. K-12, general/special ed). Team membership must include an Executive Leader, Coordinator, and General Team Members.

Team Member Role Description

Qualifications and Skills

Individuals who demonstrate the following qualifications and skills are likely to be successful as members of a District Implementation Team:

- Ability to meet timelines for completion of projects, tasks, and activities
- Ability to manage multiple projects
- Willingness to engage in continued professional learning
- Punctual
- Effective communication skills
- Fluent and effective use of technology
- Successful experience with data analysis and use

Responsibilities

District Team Members are responsible for:

- Viewing an effective innovation from a K-12 lens even though individuals likely work within a school or at a specific level (elementary or secondary)
- Regular attendance at District Implementation Team professional learning sessions and monthly meetings

- Providing perspective to help shape district processes / procedures that will be used across all schools to support high-quality use, scale-up, and sustainability of effective innovations
 - Effective Innovation Review, Selection, and De-Selection Process;
 - Effective Innovation Alignment Process;
 - Coaching System to ensure schools have access to high-quality coaching supports as they learn to use effective innovations
 - Communication Plan and Barrier Removal Process
 - Differentiated plans to support principals in developing staff readiness to use effective innovations and to address the needs of the school (e.g. principal / staff turnover, resistance to change of practice)
- Regular analysis of district data (district capacity data, scalability of the effective innovation across schools, fidelity data, student outcome data) to identify successes, precise problem statements, contributing factors, and a plan to address needs
- Collaborating with team members and other staff whose work supports the district's use of effective innovations
- Accurately and effectively communicating information to and from groups / teams and staff

Estimated Time Allocation

The time commitment for District Implementation Team members will be greater during installation. As the district moves beyond installation, the DIT will no longer be attending MiMTSS professional learning sessions.

Minimum time allocation during installation is approximately 1-2 days per month, in addition to the number of days required for professional learning sessions.

Time allocation includes, but is not limited to, the following activities:

- Attendance at MiMTSS DIT Professional Learning Sessions
- Monthly DIT Meetings
- Completion of assigned action items

Executive Leader Role Description

Qualifications and Skills

The executive leader identified to participate on the District Implementation Team is an individual who can make significant decisions involving:

- Organizational priorities
- Resources to support organizational priorities
- Staffing (final decisions for hiring staff, adjusting or reallocating staff, determining staff assignments)
- Federal and state grant reporting
- Budget allocations

Responsibilities

Executive leaders on the DIT are responsible for:

- Regular attendance at DIT meetings
- Meeting with the Coordinator before and after DIT meetings to determine and / or review meeting agenda topics / items
- Removing barriers impeding the DITs efforts (e.g., using the Barrier Removal Process that has been developed for the district)
- Political support for implementation best practices and the need to ensure schools are organized to successfully use, scale-up, and sustain the effective innovations encompassed in an MTSS framework
- Ensuring visibility for the district's efforts to develop structures to support high-quality use of effective innovations
- Allocating resources needed to support professional learning and coaching for School Leadership Teams and school staff
- Allocating resources to support school administrators in the selection of School Leadership Teams (SLTs) to successfully use, scale-up, and sustain the effective innovations encompassed in an MTSS framework

Estimated Time Allocation

The minimum time allocation for Executive Leaders on the DIT is approximately 1-2 days per month, in addition to the number of days required for professional learning sessions.

Time allocation includes, but is not limited to, the following activities:

- Attendance at MiMTSS DIT and Coaching Professional Learning Sessions
- Meetings with the District Coordinator
- Monthly DIT Meetings
- Completion of assigned action items

Recruitment

There are two options for recruitment of staff. One option is the development of a job posting, aligned to the job description for the role, followed by an application process.

The second option is identifying existing staff who possess the necessary qualifications and skills outlined in the job description, have adequate time to complete responsibilities and may be interested in the role.

Directions: Document the option that will be used for recruitment, as well as any additional guidelines for how staff will be recruited for the District Implementation Team.

Selection

There are two options for selecting a District Implementation Team. One is to engage in a formal selection process, using a set of standard questions to examine the candidates' strengths and areas needing further learning and practice.

A second option is to have a formal conversation with the potential members to discuss the role, answer any questions, and secure a mutual commit to fulfill the role.

Directions: Document the option that will be used for selection, as well as any additional selection decisions. If candidates will engage in a formal selection process, develop a standard set of selection questions.

Post-Selection

Following selection, the District Implementation Team will need additional support to ensure they have the skills necessary to fulfill the role. MiMTSS TA Center will provide professional learning following and established scope and sequence. Coaching will be provided to the DIT by MiMTSS Implementation Specialists and the District Coordinator to support them in their role.

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