

Grade-Level Team Structures Checklist

Grade-Level Teams provide an important structure within an MTSS framework designed to support the high-quality use of reading curriculum resources, common instructional practices to support the range of learners, and use of assessments for continuous improvements at their grade level. This document outlines the common structures to support successful grade-level team meetings. Coaches will review each item in the table below, determine the current status within their building, and identify which recommendations the School Leadership Team will consider during the upcoming training session.

Grade-Level Team Structure	All Grade-Levels	Some Grade-Levels	Not Yet in Place	Recommendation to Consider (check the box next to the recommendations you will make to the School Leadership Team)
Grade-level team meetings are held monthly to organize classwide reading instruction				<ul style="list-style-type: none"> <input type="checkbox"/> Develop a “compelling why” message for the importance of holding grade-level team meetings <input type="checkbox"/> Develop a schedule for grade-level teams to meet monthly <input type="checkbox"/> Share the schedule for grade-level team meetings with the principal so that they may plan to attend <input type="checkbox"/> If you only have 1 class per grade level, consider a cross grade-level meeting structures (e.g., K-1 grade-level team meeting)

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Grade-level team meetings operate efficiently and effectively resulting in team meeting minutes and clear next steps				<input type="checkbox"/> Complete the Grade-Level Team Operating Procedures packet <input type="checkbox"/> Create a common grade-level team meeting agenda to share across grade levels
Grade-level teams develop an implementation plan for the reading components of an MTSS framework				<input type="checkbox"/> Adopt a standard grade-level implementation plan template to use across grade levels <input type="checkbox"/> Identify which data are utilized at each grade-level team meeting as outlined in the comprehensive reading assessment system document for your school
Grade-level teams engage in data-based decision making to address the Tier 1 components of an MTSS framework at least 3 times year				<input type="checkbox"/> Adopt a data-based decision-making process (e.g., four-step problem-solving process) to support grade-level team meetings and guide the data-based decision-making process <input type="checkbox"/> Pursue/provide professional learning related to grade-level team meetings and data-based decision making

Grade-Level Team Structure	All Grade-Levels	Some Grade-Levels	Not Yet in Place	Recommendation to Consider (check the box next to the recommendations you will make to the School Leadership Team)
Grade-level teams access ongoing professional learning related to Tier 1 reading components of an MTSS framework inclusive of instruction				<input type="checkbox"/> Annually pursue/provide professional learning to teaching staff in one or more of the following areas for each grade level based on identified needs: <ul style="list-style-type: none"> <input type="checkbox"/> Explicit instruction and differentiated instruction <input type="checkbox"/> Foundational word-reading skills <input type="checkbox"/> Comprehension skills <input type="checkbox"/> Foundational writing skills <input type="checkbox"/> Extended writing <input type="checkbox"/> Social, emotional, behavioral supports for students

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