Grade-Level Team Operating Procedures

This document will assist Grade-Level Teams in establishing effective team structures and can be leveraged for orienting new members to the team.

Grade Level:

Team Member(s):

Meeting schedule (date, time, location): (list schedule below)

Team Purpose: (adjust to reflect team wording if necessary)

Grade-Level Teams meet to focus on the following:

- Build and maintain an implementation infrastructure to support staff in their use of innovations like the reading components of an MTSS framework
- Engage in data analysis and problem-solving
- Create action plans based on data and needs generated following team meetings
- Ensure communication amongst the different groups/teams across within the school and to the district

Team Member Roles:

Table 1. Grade-Level Team Member Roles

Roles	Name	Email and Phone Number
Primary Facilitator		
Back-up Facilitator		
Primary Recorder		
Back-up Recorder		
Primary Time Keeper		
Back-up Time Keeper		
Primary Data Analyst		
Back-up Data Analyst		

Team Agreements/Norms:

Record your team's 3-5 agreed upon norms.

Grade-Level Team Meeting Agenda:

An agenda template is used by the Grade-Level Team to develop monthly meeting agendas. Ensure the agenda template includes the components listed below. *Include the team's agenda template link.*

Agenda Template includes:

- Date, Time, Location
- Roles and Norms
- Process for Updating Absent Team Members

Standing Agenda Topics:

- Accomplishments & Progress on Grade-level Implementation Plan activities
- Data Analysis:
  - Grade-level reading data and implementation fidelity data analysis
  - Identify any adjustments to instruction needed to meet student needs
- Organizing reading curriculum resources and instructional methods/resources to teach foundational word reading skills and comprehension processes
  - Whole group
  - Small group
  - Differentiated instruction
- Teaching schedule
- Enhancing student's understanding of written text used in other core subject areas
- Generalizing intervention instructional methods/routines to the classroom setting
- Grade-level Implementation Plan update

Additional Agenda Topics:

- Professional learning needs
- Data-Based Decision Making for Tier 1 (3 times annually – e.g., Fall, Winter, Spring)

Grade-Level Implementation Plan:

Include the MTSS Implementation Plan template [insert link].

Grade-Level Team Document Storage:

Record details regarding how Grade-Level Team documents will be organized and stored.

Location:

Individual(s) Responsible for Maintaining:

Folder Organization:

Outline a Grade Level Data Meeting Process

Provide grade level teams with a structure to guide problem solving around universal screening data three times per year. Consider including the following components in the process:

Problem Identification

- Identify universal screening reports that show what percentage of students are on track to meet targets
- Identify historical universal screening reports that show trends across time at the grade level
- Set a S.M.A.R.T.E goal for grade level outcomes

Problem Analysis

- Identify universal screening reports that identify how the grade level is preforming on grade level critical foundational skills
- Set measure specific S.M.A.R.T.E goals aimed at improving critical foundational skills

Plan Development

- Supports grade level to use the data to make grade level agreements around how to best
    - use curriculum resources or identify needs
    - use instructional routines or identify needs
    - use engagement strategies or identify needs
- Determine supports by the grade level team
- Support teachers to use data to customize the grade level plan to support classroom whole group and small group instruction

Plan Implementation

- Prompt action planning
- Prompt communication of celebrations and barriers