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) to assist district leaders in determining who to recruit and mutually select to participate on the DIT.

Team Description

The District Implementation Team (DIT) oversees the development and use of a district implementation infrastructure to support schools in their use of effective innovations (EIs). Primary functions of the DIT include:

- Shaping district processes and procedures for the selection and use of EIs
- Engaging in district data analysis to support implementation
- Ensuring communication amongst groups/teams across the district
- Ensuring meaningful participation from multiple and diverse perspectives from critical groups and partners

The District Implementation Team is of functional size and membership includes:

- Executive Leader with decision-making authority
- District Coordinator to organize and facilitate the team
- General Team Members with diversity across professional roles and identity markers (e.g., race, gender) and representative perspectives from critical groups and partners
    - Internal (e.g., general/special ed, instructional, non-instructional, administrative)
    - External (e.g., families, caregivers, community members)

Diverse and representative team membership does not necessarily mean having a different individual for each perspective. In addition, it may not be practical to have all perspectives represented at every meeting. A "core" group of team members (e.g., 5-7 members) may be present at all meetings, and others may be invited based on the agenda and topics being discussed.

Role Descriptions

General Team Member

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 and manage multiple projects, tasks, and activities

- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback
- Effective communication skills
- Fluent and effective use of technology
- Experience implementing the components of an MTSS framework
- Experience with data analysis and use

Responsibilities

District Implementation Team Members are responsible for:

- Viewing an effective innovation from a Pre-K-12 lens even though individuals may work within a school or at a specific level (e.g., 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 (e.g., initiative review process, communication plan)
- Develop and use implementation plans based on data and needs generated during team meetings
- Regular analysis of district data to assess needs, engage in planning, and implement, monitor, and evaluate plans
- 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 (e.g., accomplishments, implementation challenges, need to knows)

Estimated Time Allocation

The time commitment for District Implementation Team members will be greater during installation and will decrease as the team moves into implementation.

Minimum time allocation during installation is approximately 6-12 hours 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 TAC DIT Professional Learning Sessions
- Monthly DIT Meetings
- Completion of assigned action items

District Coordinator

Qualifications and Skills

Individual(s) who demonstrate the following qualifications and skills are likely to be successful in the role of a District Coordinator:

- Experience district level MTSS implementation
- Understanding effective and ineffective methods for supporting implementation
- Experience with data analysis and use

- Ability to demonstrate effective coaching practices (e.g., feedback)
- Ability to facilitate people through the change process and address adaptive challenges
- Ability to demonstrate facilitation skills in large and small group meetings
- Effective organizational and communication skills
- Ability to meet timelines and manage multiple projects, tasks, and activities
- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback
- Fluent and effective use of technology
- Respected by colleagues

Responsibilities

District Coordinators are responsible for:

- Developing fluency in district structures, processes/procedures necessary to support schools in their use, scale-up, and sustainability of effective innovations
- Developing an initial draft of district processes and procedures
- Receiving on-going coaching from the MiMTSS TAC Implementation Specialist to deepen knowledge, skills, and abilities necessary for the role
- Fully participating in District Implementation Team Coaching Support Sessions
- Organization and successful facilitation of DIT meetings
- Regular communication with the Executive Leader before and after DIT meetings
- Monitors and updates the District Implementation Plan
- Monitors and prompts the use of district processes and procedures
- Monitors and prompts review of school level implementation and identifies district supports provided to schools
- Coordinates administration and use of assessments and assessment systems, including the District Capacity Assessment (DCA), staff and family perception data, and the MiMTSS Data System
- Facilitate regular analysis of district data to assess needs, engage in planning, and implement, monitor, and evaluate plans
- Ensuring positive relationships with the Executive Leader(s), DIT members, and other staff whose work supports the district's use of effective innovations

Estimated Time Allocation

The time commitment for a District Coordinator is greater during installation. Minimum time allocation during installation is a minimum 5-6 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 TAC DIT and Coaching Professional Learning Sessions
- Attendance at mutually agreed upon school-level MiMTSS TAC Professional Learning Sessions
- Meetings with MiMTSS TAC Implementation Specialist
- Meetings with Executive Leadership
- Facilitation of Monthly DIT Meetings

- Preparing to facilitate monthly meetings
- Completion of assigned action items

Executive Leader

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 and allocation of resources to support organizational priorities (e.g., staffing, funding, budget).

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
- Addressing implementation challenges impeding the DIT's efforts (e.g., using the district's Process to Address Implementation Challenges)
- Political support for implementation best practices and the need to ensure schools are organized to successfully use, scale-up, and sustain the effective innovations
- 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 at the school level
- Allocating resources to support school administrators in the selection of school-level leadership teams 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 6-12 hours 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 TAC DIT and Coaching Professional Learning Sessions
- Meetings with the District Coordinator
- Monthly DIT Meetings
- Completion of assigned action items

Recruitment Guidelines

Internal staff are most frequently recruited to be members of the District Implementation Team since this is often in addition to an existing role. Only individuals with the qualifications, skills, and time to complete responsibilities should be considered when recruiting from existing staff.

Prior to recruiting from existing staff, complete a committee audit to better understand membership of existing teams and to distribute roles and responsibilities across multiple individuals whenever possible.

If external staff will be recruited, guidelines outlining specific steps, which include the development of a formal job posting and a defined application process need to be developed. If additional steps are needed to recruit staff for this role, those should be included in the guidelines.

Post-Selection

Following selection, team members will need additional support to ensure they have the skills necessary to fulfill their role. If a formal selection process is used, team member responses from the selection protocol can be used to identify additional learning for the team. For recommended learning opportunities for team members, please access the Staff Learning Plans document found on the Capacity Building portion of the MiMTSS TA Center website.