**Collaborative Teams “Look-For” Tool aligned with Practice Profile**

| **Essential Function** | **Teams** | **Visible Examples** |
| --- | --- | --- |
| **#1** Educators collaboratively develop common purposes and goals for improved student outcomes that embrace continuous school improvement. | * Discuss student data * Identify students who need re-teaching * Monitor student progress * Align instructional practices to academic standards | * Specific instructional practices are identified * Student learning as a result of changes in instructional practices |
| **#2** Educators effectively implement group processes in collaborative meetings. | * Meet weekly * Prepare agenda and share in advance * Follow agenda during meetings | * Agenda includes   + Team/Group name   + Date/time/location   + Norms   + Roles   + Outcomes/purpose/required materials   + Past items to review   + New items   + Celebrations   + Next meeting date * Minutes communicate * Where and when held * List of attendees * Purpose of the meeting * Tasks achieved * Decisions made * Actions agreed upon, including who was assigned to complete them * Notes centrally stored * Agendas use a consistent template for easy reference * Minutes are distributed to all stakeholders |
| **#3** Educators intentionally use collaborative skills in collaborative team meetings. | * Uses effective problem-solving strategies * Share ideas and concerns | * Communication between team members includes * Pausing * Paraphrasing * Posing questions * Putting ideas on the table * Providing data * Paying attention to self and others * Presuming positive intentions |