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

| **Essential Function** | **Teams** | **Visible Examples** |
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| **#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
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| **#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
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| **#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
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