Team Roles and Skills Needed

|  |  |
| --- | --- |
| **Basic Roles** | **Skills Necessary for Filling Role** |
| Facilitator | * Willingness and experience to lead * Strong interpersonal skills * Understands district and school goals and believes in aligning the team’s work with these goals |
| Recorder | * Strong organizational skills * Strong written skills * Able to participate in conversations and create content at the same time * Strives for accuracy * Skilled with document creation -- Google Docs, PDFs etc. |
| Reporter | * Strong communication skills * Strong interpersonal skills * Skilled with document creation and communication delivery systems - Google Docs, PDFs, power point, newsletters, etc. * Is prompt and completes tasks in a timely manner |
| Data Manager | * Understands the importance of data and how to use it to make decisions * Has a thorough understand of the DBDM process * Skilled with creating documents, charts, and graphs * Ability to look at data summarizing the team’s current reality and offer logical suggestions for next steps |
| Timekeeper | * Observant * Attends to detail * Prompt, reliable, & unobtrusive |
| Norms Keeper | * Observant * Strong interpersonal skills * Prompt, reliable, & unobtrusive |
| **Additional Roles** |  |
| Strengthener | * Strong relationship builder * Good sense for the overall direction of both the team and the school * Willingness to listen to all perspectives * Strong professional knowledge base and learning network to draw ideas from |
| Encourager | * Strong relationship builder * A commitment to seeing everyone move forward together * Generally optimistic.  Skilled at finding things worth celebrating regardless of the circumstance * Always willing to find time to lend a hand when others need help |
| Realist | * Ability to understand the work capacity of the learning team * Strong sense of all of the different projects and initiatives that a team is currently tackling * Can express skepticism, concern and/or doubt in a professional way |
| “Devil’s Advocate” | * Good critical thinking skills * Ability to look at an issue from multiple angles |
| Summarizer | * Strong written and verbal skills * Good at listening to and summarizing ideas generated in group conversations |
| Other |  |