Collaborative Teams Key Terms, Part 2

**Building Leadership Teams.** A team comprised of building-level administrators, teacher leaders, instructional coaches, and other persons integral to building-level continuous improvement.

**Collaborative Time.** Time exclusively allocated for educators to meet, plan, engage in dialogue, analyze data, and/or take action to improve student outcomes.

**Collaborative Skills.** Behaviors that help groups work more effectively toward shared goals. These skills facilitate and sustain group interaction; enhance the quality and productivity of group conversation; and help to generate creative and innovative ideas.

**Data Cycle.** A systematic cycle for turning data into actionable steps. The steps in a typical data cycle include 1) gathering data, 2) analyzing data, 3) acting on data, and 4) noticing effects and adjusting action steps. Collaborative teams engage in this ongoing process to inform decision making.

**District Leadership Teams.** Comprised of district-level administrators; district-wide coaches; curriculum and assessment leader; professional development coordinators; and other instructional and administrative leaders to lead district-level DCI implementation.

**Feedback Loop.** A continuous process of gathering and/or sharing information/data with relevant stakeholders to ensure data-driven decision making.

**Horizontal School Teams.** Collaborative teams comprised of educators who instructionally serve the same grade level, subject area, or common focus.

**Mutual Goals.** A specific, measurable objective that supports the vision and guides actions and decision-making.

**Parity.** A state of equality ensuring everyone’s contribution is equally valued, and each person has the same status, opportunities, or value within the system.

**Seven Norms of Collaboration.** Developed by Adaptive Schools (Garmston & Wellman, 1999), The Seven norms are essential behaviors that promote productive dialogue, teamwork, and decision making and include pausing, paraphrasing, posing questions, putting ideas on the table, providing data, paying attention to self and others, and presuming good intentions.

**Shared Resources.** Materials, time, and knowledge are shared with all to improve the overall effectiveness of a team.

**Shared Responsibility.** Everyone participants in completing team tasks and takes accountability for outcomes.

**Teacher Teams.** Collaborative teams comprised of educators and include grade level teams, content alike teams, intervention teams, and special focus teams.

**Team Configurations.** The way in which teams are organized and structured based on their responsibilities, functions, and goals.

**Team Roles.** The specific responsibilities or functions that each member of a team assumes to help achieve the team's goals.

**Team Synergy.** The concept that a group’s collective efforts produce greater results than the sum of individual contributions. It occurs when team members collaborate effectively, leveraging their strengths, skills, and perspectives to achieve shared goals.

**Vertical School Teams.** Collaborative teams comprised of educators who instructionally serve different grade levels within a school or across districts, ensuring that student learning builds effectively from one level to the next.

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