HMH

Data Team Roles

Principals cannot lead schools to make breakthrough achievement gains on their own. The support from an aligned Building-Level Data Team or instructional leadership team is crucial. The lead from each instructional team serves as the Data Team leader. Also, the Data Team leader becomes a member of the Building-Level Data Team.

Expectations for Data Team leadership roles should be established before the first meeting in which the team uses the Data Teams process to maximize the time available. In addition, the leaders should ensure that a precise schedule is established to avoid wasting valuable time. Roles can be assumed on an annual basis or can be rotated as appropriate. The following are suggested roles; many school teams come up with other roles that match their particular needs.

Data Team Leader	Data Technician	Data Wall Curator	Recorder
• Guides the team through the Data Teams process steps	• Gathers data from all team members • Creates tables/charts/graphs that represent assessment results • Communicates results to appropriate stakeholders	• Posts incremental assessment data • Manages the creation of a narrative (cause information) that accompanies the numbers (effect)	• Takes minutes of the meeting using standard templates • Distributes minutes to team members and appropriate stakeholders
Timekeeper	Focus Monitor	Engaged Participant	
• Makes sure team follows predetermined time frames • Keeps team members informed of available time per step	• Keeps dialogue focused on step in the process • Reminds team of purpose when necessary	• Responsibility of all team members • Contributes to dialogue • Commits to decisions of team • Respectfully poses questions • Uses active listening	

Look at the description of each role. Reflect on the members of your team and match the strengths of each team member with a role on the Data Team.

Data Team Leader: This role should be assumed by a person who is a strong facilitator with an excellent understanding of the Data Teams process. This person needs to be a respected leader who believes in all kids, all teachers, and all leaders. Who has these qualities?

Team member:	

Data Technician: Ideally, this role is assumed by a team member, but it can also be assigned to someone within the school that meets the criteria. Who on your Data Team has skill/desire/passion for collecting and compiling data—for organizing information into useful charts that the Data Team can utilize? This person needs to have the available time to commit to the responsibilities of the role of data technician. Who can use the defined structure and communicate the information on a timely basis using the available and appropriate technology?

Team member:	

Data Wall Curator: This role should be assumed by a team member who has a passion for displaying the results. This person should function in a timely manner in order to post the results immediately. Who has the talent to help display team results?

Team member:	

Recorder: This role should be assumed by a member of the team who is able to use the most appropriate available technology to record information accurately for each Data Teams process step while still remaining an active participant of the meeting. This person must also understand timelines and must be able to deliver the minutes of the meeting immediately. Who meets these criteria?

Team member:	

Timekeeper: This person should be a member of the team who understands the importance of time, feels comfortable reminding the team of the time, and can participate in the meeting while keeping track of the time frame. Who has a knack for helping to keep each step in a meeting within its allotted time?

Team member:	

Focus Monitor: This person should be a member of the team who has a deep understanding of the Decision Making for Results process. This person must understand the purpose of the Data Teams process and the function of each step in the process. This person must be skilled at distinguishing serious professional dialogue from casual conversation and excuses. This person must be able to help the team focus while participating as a member of the team at the same time. Who has the skill, passion, and talent for keeping your team focused?

Team member:	

Additional roles for large teams:
- Researcher
- Mathematician
- Co-facilitator
- Logistics Organizer

Role-Playing

Select team members who will assume the responsibilities of a Data Team role. Choose a personal, nonthreatening topic to practice team roles.

Examples:
- Your most recent professional development experience
- Most effective teaching strategies
- Book study
- Current events in education
- Most powerful experience as a learner

Data Team Planning Template

Data Team:	
Leader:	

Team member:		Role:	
Team member:		Role:	
Team member:		Role:	
Team member:		Role:	
Team member:		Role:	
Team member:		Role:	

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