

Recorder

Recorder:

- Take minutes of the meeting using SPPS templates
- Distribute minutes to team members & appropriate stakeholders

Data technician

Data technician:

- Gather data from all team members
- Create tables/charts/graphs that represent assessment results
- Communicate results to team members & appropriate stakeholders

Focus monitor

Focus monitor:

- Keep dialogue focused on step in the Data Teams process
- Remind team of purpose and tasks when necessary

Timekeeper

Timekeeper:

- Make sure team follows pre-determined timeframes
- Keep team members informed of available time per step

Engaged Participant

Engaged participant:

- Contribute to dialogue
- Commit to decisions of team
- Respectfully pose questions
- Listen actively

Team leader

Team leader/Facilitator:

- Guide the team through the Data Teams process steps
- Facilitate collaboration around standards, common assessments & common research-based instructional strategies
- Lead team in Decision-Making for Results process

Data wall curator

Data wall curator:

- Post incremental assessment data
- Manage the creation of a narrative (cause data) that accompanies the numbers (effect data)