

School Data Team Rubric

School: _____

Completed by: _____

Date: _____

Standard:		
<p>Exemplary</p>	<p>All proficient criteria plus:</p> <ul style="list-style-type: none"> € Successful strategies are linked with standards and learning activities for replication. € Meeting is videotaped so all members can engage in reflection of process. € School Data Wall is updated appropriately after each meeting. € Successful grade level/content area strategies are shared with other grade level/content areas. € Team arranges time for Instructional Data Team members to observe other teams and/or instruction in other classrooms. € Meeting agendas and minutes are posted on the school website. € Meeting proficiency is evaluated using this rubric. 	<p>Evidence:</p> <p>Comments:</p>
<p>Proficient</p>	<p>All pre-work completed, including:</p> <ul style="list-style-type: none"> ○ Data is gathered from Instructional Data Teams in time for dissemination and individual review prior to the School Data Team meeting. ○ The member responsible for disaggregating and creating data graphs or charts provides these to members prior to the School Data Team meeting. <ul style="list-style-type: none"> € Meeting schedule is established in advance and distributed to all School Data Team members. € Meetings start and end on time. € All members are present, on time, and on task. € Agendas and meetings are organized with clear objectives. 	<p>Evidence:</p> <p>Comments:</p>

	<ul style="list-style-type: none">€ All members come prepared with an advance copy of an agenda, needed materials, data from Instructional Data Teams, and School Improvement Plan implementation data.€ The School Improvement Plan is monitored and adjusted as needed.€ All 5 steps of the Data Team meeting are completed:<ul style="list-style-type: none">○ Step 1 – Collecting and Charting the Data (cause and effect)○ Step 2 – Analyze Data: Celebrate Success and Identify Challenges○ Step 3 – Set or Revise SMART goal(s)○ Step 4 – Select or Revise Strategies/Adult Behaviors○ Step 5 – Determine Results Indicators for Implementation and Effectiveness€ Multiple sources of data (e.g., student and staff attendance, climate, student referral, etc.) are reviewed in relation to the established Tier II Indicators and strategies.€ All team members have assigned roles.€ All members contribute to dialogue that is centered on standards, assessment, and improving student achievement.€ Interruptions are redirected quickly.€ Meeting process includes: setting the next agenda, assigning needed tasks, and identifying timelines for the next meeting.€ The group is working actively towards consensus in a respectful, collegial way.€ There is an understanding and agreement that products produced or decisions made will be implemented and evaluated to determine effectiveness and/or use for the future.€ Minutes and agendas clearly reflect the content of the meeting and distributed to all members in the school.	Evidence: Comments:
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