

Implementation Team Charge

This resource is a draft charge that you can provide to the Implementation Support Team. It outlines the rationale for the work and team norms.

Why Our Work Matters

When we decided to implement new materials in our district, we did so because we fundamentally believed that it was the right decision for kids and teachers. We know that this process will have challenges, but we know that with a culture of continuous improvement we can figure it out together. We know that the kids in our care are capable of so much, and we owe it to them to provide them with consistent opportunities to show themselves (and us) just how capable they are. Our teachers work tirelessly every day, and they deserve resources equal to their effort. As the Implementation Team, we are charged with the lofty responsibility of shepherding these new resources forward and ensuring success in implementation at every level. If we succeed, then we should see the fruits of that labor playing out every day in every classroom across our system.

Norms

- We will be present both physically and mentally.
- We will use our time wisely, starting and ending our meetings on time.
- We will be on time and allow no interruptions to make or take phone calls, etc.
- We will distribute tasks equally among members.
- We will document and table topics outside the agenda for a later time.
- We will address conflict by dealing with the issue, not the person.
- We will ask questions when in doubt.
- We will complete our assigned tasks by our assigned deadlines.

Our Goals

- The launch of materials goes smoothly (teachers know how to use materials and have access to the materials and support they need).
- Teachers and students are excited about the materials and use them daily.
- Teacher instructional practice improves over the course of the year.
- Student learning on aligned, rigorous tasks and assessments improves over the school year.