

## District Team

**Purpose:** Ensure effective implementation and district capacity for the Student Success process.

Responsibilities	Tasks
<ul style="list-style-type: none"> <li>• Support district implementation of the Student Success process</li> <li>• Analyze data (i.e., stakeholder engagement, capacity, resources, infrastructure, general supervision, equity gaps, strengths/weaknesses, &amp; barriers and leverage points)</li> <li>• Create and implement an action plan with critical next steps, pro-active strategies, district-wide strategies, and targeted school(s) strategies</li> <li>• Ensure Student Success strategies and activities are embedded in the District's Strategic Plan</li> <li>• Identify a District Coach and clearly define roles and responsibilities for coordination of Student Success</li> <li>• Provide leadership for improvement practices and organizational change</li> <li>• Provide district implementation supports including professional learning, technical assistance for all schools and targeted schools, and provide needed resources</li> <li>• Monitor the implementation of the District Plan's goals/actions, fidelity of implementation and outcomes</li> <li>• Establish formalized feedback loops between the Regional Implementation Team, District Team, and School Team</li> <li>• Analyze data regularly and make adjustments to the process as needed using a problem-solving model to improve student outcomes</li> <li>• Understand current fiscal, personnel, and material resources needed to support implementation and secure needed resources for efforts</li> <li>• Convene stakeholders for opportunities for action planning, sharing information/progress, and celebrating success at established checkpoints</li> <li>• Support implementation of Student Success in targeted school(s)</li> <li>• Monitor and report implementation progress to the SSIP Program Specialist and other stakeholders</li> <li>• Monitor and report student outcomes resulting from intensive support for a targeted group of students at the targeted school(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Establish regularly scheduled meetings with executive leadership participation</li> <li>• Document weekly/monthly meetings</li> <li>• Participate in Student Success trainings and technical assistance including coaching</li> <li>• Support School Teams in implementing Student Success</li> <li>• Complete and submit District Implementation Fidelity Rubric as requested</li> <li>• Collect and keep evidence of ratings for the District Implementation Fidelity Rubric</li> <li>• Assess and report the impact of initiatives on student outcomes</li> <li>• Report and submit student outcomes resulting from support for a targeted group of students at the targeted high school(s)</li> <li>• Share assessment results from fidelity measures and student outcomes with the District Team and other stakeholders</li> </ul>

## School Team

**Purpose:** Ensure school implementation capacity for the Student Success process

Responsibilities	Tasks
<ul style="list-style-type: none"> <li>• Support school implementation of the Student Success process</li> <li>• Analyze data (i.e., stakeholder engagement, capacity, resources, infrastructure, general supervision, equity gaps strengths/weaknesses, &amp; barriers and leverage points)</li> <li>• Work closely with the District Team to develop knowledge, skills, and abilities related to increasing implementation capacity within the school</li> <li>• Create and implement an action plan with critical next steps, pro-active strategies, school-wide/ universal strategies, targeted strategies, and evidence-based practices for targeted students</li> <li>• Ensure Student Success goals and actions are included in the School Plan</li> <li>• Provide leadership for improvement practices and organizational change</li> <li>• Monitor the implementation of the School Plan’s goals, actions, and strategies</li> <li>• Analyze data regularly and make adjustments as needed using a problem-solving model to improve student outcomes</li> <li>• Align roles, functions, and structures with implementation supports necessary for effective use of evidence-based practices</li> <li>• Establish formalized feedback loops between the Regional Implementation Team, District Team, and School Team</li> <li>• Convene stakeholders for opportunities for action planning, sharing information/progress, and celebrating success at established checkpoints</li> <li>• Provide professional learning and coaching to build and sustain evidence-based practices</li> <li>• Monitor the impact of universal, targeted, and intensive supports and evidence-based practices</li> <li>• Monitor and report fidelity of implementation and student outcomes to District Coach and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Establish regularly scheduled meetings with executive leadership participation</li> <li>• Document regularly scheduled team meetings with agenda, minutes, and sign-in sheets</li> <li>• Participate in Student Success trainings and technical assistance including coaching</li> <li>• Complete and submit School Implementation Fidelity Rubric and targeted student outcome data</li> <li>• Collect and keep evidence of ratings for the School Implementation Fidelity Rubric</li> <li>• Participate in Student Success trainings and technical assistance</li> <li>• Monitor the impact of implementation of evidence-based practices and strategies on student outcomes</li> <li>• Assess student outcomes including the outcomes resulting from support for a targeted group of 50 students</li> <li>• Share assessment results from implementation measures and student outcomes with the School Team, the District Team, and other stakeholders</li> </ul>