

How to Establish a School Data Team in 10 Steps

Territorial Acknowledgement

The Learning Bar would like to acknowledge the traditional, ancestral territory of the First Peoples in our respective locations on which we are learning, working, and gathering today. We pay our respects to the members, past and present, with honour and gratitude as they have stewarded the land throughout the generations. I am confident that we will continue to work together in the spirit of truth and reconciliation.

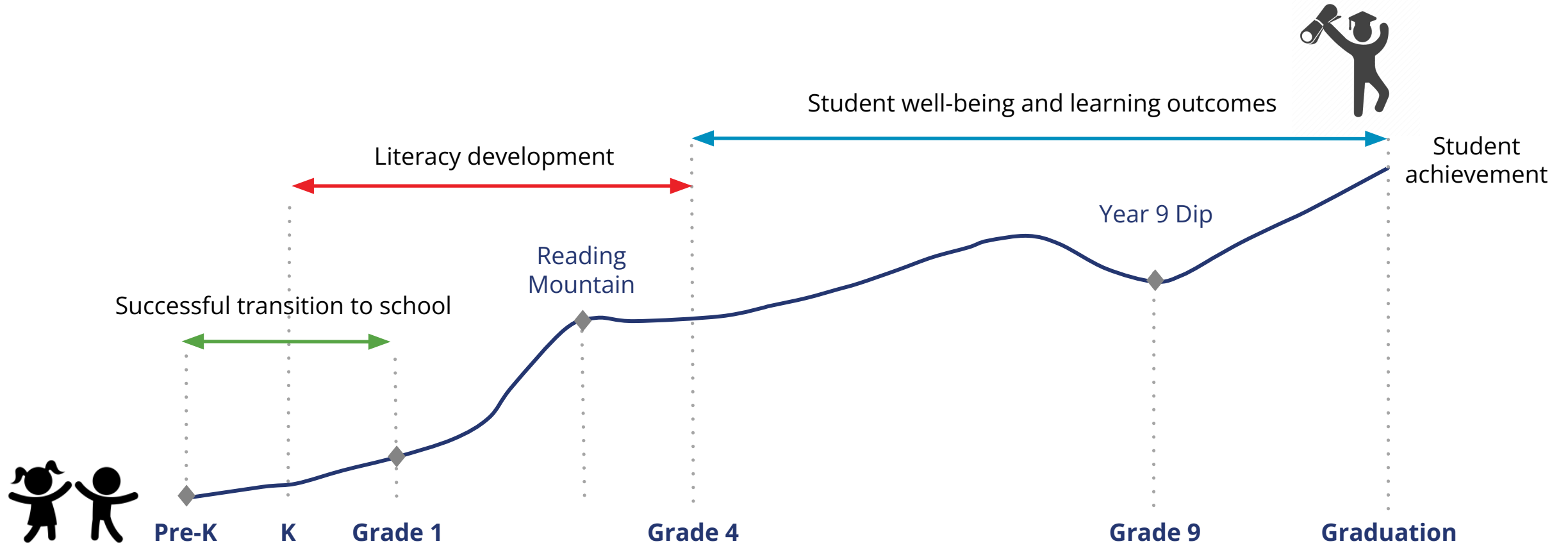
Woliwon.

Our vision

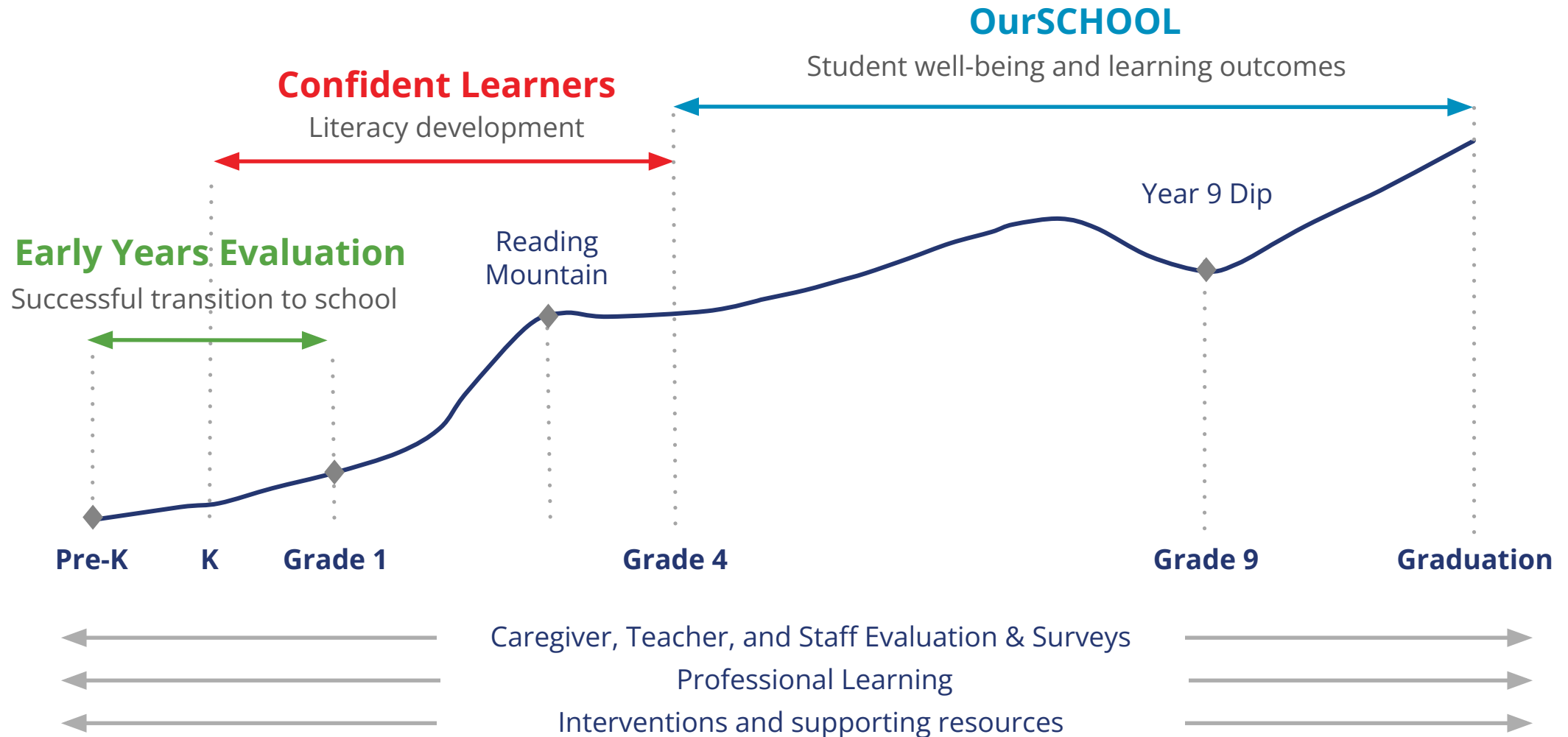
- Giving all children the opportunity to thrive - a lifelong journey
- Driving policy and practice
- Leading research in literacy and child development
- Committed to improving the learning outcomes and well-being of every child



Key milestones for school success



Key milestones for school success



What is a school data team?

...a group of educators and school leaders who meet to analyze data, review school goals, and monitor progress toward those goals.

(Schildkamp et al., 2019)



Leading in the dark

- Decisions based on intuition
- Inability to prove the effectiveness of interventions
- Data overload with limited time to evaluate or action
- Missed opportunities for improvement
- Uncertainty around school planning

Why establish a school data team?

- Support effective use of data
- Build a strong, collaborative approach
- Drive targeted data-informed decision-making
- Establish a school-wide culture of data inquiry
- Create a united vision for data use

(Hamilton et al., 2009; Nebraska Dept. of Education, 2012; Grier & Smith, 2012)

10 Steps



A comprehensive, Step-by-Step Guide

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free copy!





Step 1: Extend an open invitation

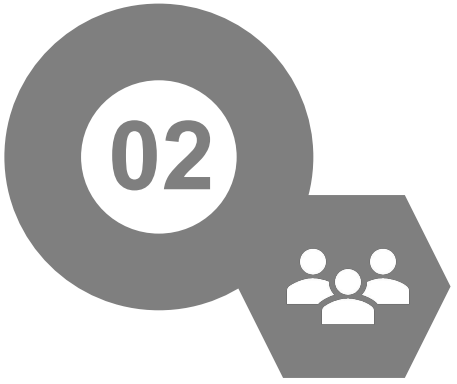
What?

Arrange a meeting with the entire school staff to explain the purpose of a data team. Create a sign-up sheet and emphasize that prior experience is not required!

What?

Opening an invitation allows anyone to participate, and ensures the team has a diverse set of perspectives.

(Ireland & Hitt, 1992)



Step 2: Welcome the team members

What? Formally invite participants to be part of the data team.

What? Opening an invitation allows anyone to participate, and ensures the team has a diverse set of perspectives.



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Step 3: Introduce the team

What?

Inform school staff and other stakeholders of who is on the team.

What?

This helps to bring visibility to the team and sets the stage for data-driven decision making.



Step 4: Complete a school pre-assessment

What? Reflect on the data culture of your school by completing a school-self assessment.

What? This enables your team to identify areas of strength and areas for improvement.



Step 5: Set a meeting rhythm

What? Decide how often the team will meet and set dates and times on the calendar.

What? This will ensure the work of the team is prioritized and will help team members plan for their attendance.



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Step 6: Determine team roles

What?

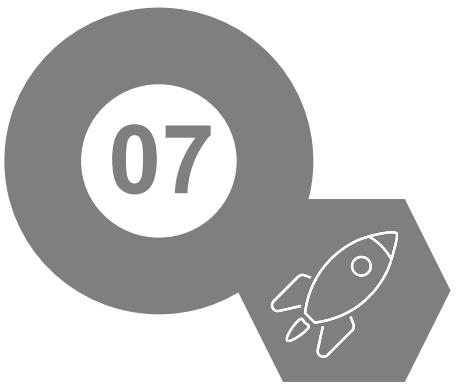
Discuss the various roles that team members could hold and determine who will fill each role.

What?

This will ensure meetings run smoothly and that working time is maximized. This also ensures that you are leveraging the skills of every team member.

Successful teams have the following meeting roles:

- Facilitator
- Time-keeper
- Recorder
- Referee
- Planner
- Active participants



Step 7: Define the mission statement

What? Create a team mission statement.

What? This will define the core purpose of your work and unite your team to accomplish your defined goals.

(Ireland & Hitt, 1992)



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Step 8: Formalize group norms

What?

Work as a team to establish and document team norms.

What?

These can be used to guide each meeting.

Norm examples:

- Be a respectful listener.
- Consider others' perspectives.
- Commit to staying on task.
- Meeting agendas will be provided prior to the working time.

(Stuart, 2014)



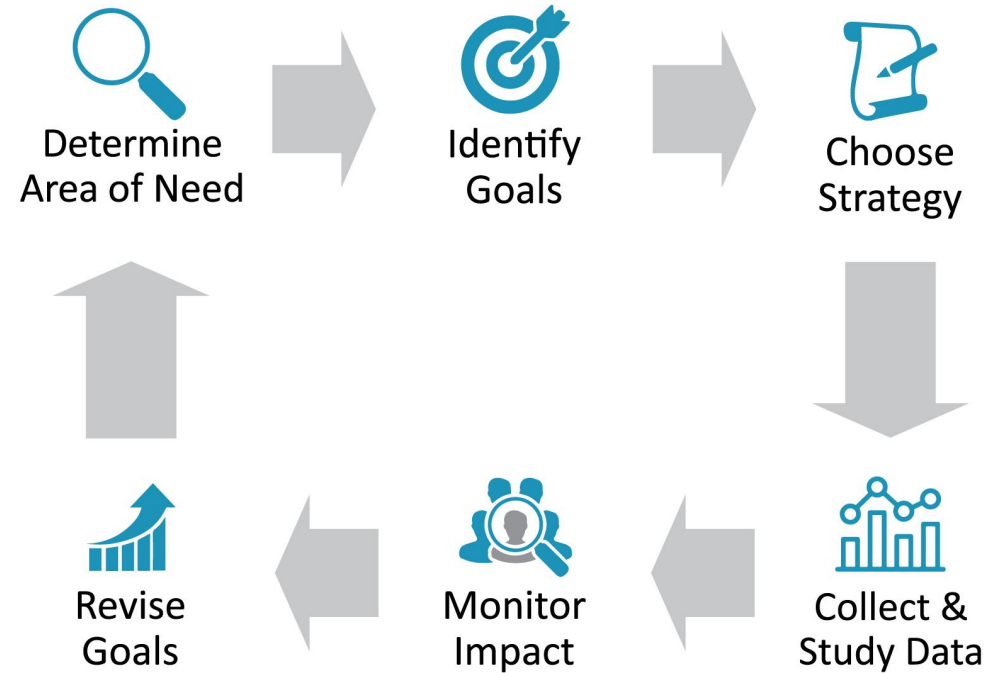
Step 9: Implement structured data use

What?

Follow a structured approach to data use using a data model.

What?

This will ensure that everyone on your team is working towards the same goals and are effectively following a plan to incorporate data into a continuous improvement cycle.



(The Learning Bar, 2018)



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Step 10: Conduct a post-assessment and reflect

What?

Conduct a post-assessment and reflect on the work you have done throughout the year. **Don't forget to celebrate your accomplishments!**

What?

Reflecting on lessons learned is critical to sustaining momentum in the improvement process.

Reflection questions to consider:

- In what areas can we celebrate growth?
- Are there areas that we need to focus on in the future?
- Have we made our progress visible to our school community? If not, how can we improve on this?

The power is in the data...

...and a team who knows how to use it!



Leverage data to impact school outcomes

Ensure you are using a solution that is:

- ✓ research based
- ✓ data-driven
- ✓ valid
- ✓ reliable
- ✓ proven



This approach will:

- ✓ save time
- ✓ drive effective change
- ✓ empower educators and unite teams
- ✓ drive long-term improvements

	 Student	 Classroom	 School	 District	 Population (Demographics)
Early Years Evaluation	✓	✓	✓	✓	
Cognitive	✓	✓	✓	✓	
Fine and Gross Motor Skills	✓	✓	✓	✓	
Language & Communications Skills	✓	✓	✓	✓	
Social & Emotional Development	✓	✓	✓	✓	
Approaches to learning	✓	✓	✓	✓	
Confident Learners	✓	✓	✓	✓	
Early, Intermediate & Advanced Literacy Skills	✓	✓	✓	✓	
OurSCHOOL (Student, Caregiver, Teacher, Staff Surveys)		✓	✓	✓	✓
Student Engagement		✓	✓	✓	✓
Classroom Climate		✓	✓	✓	✓
Well-being & Mental Health		✓	✓	✓	✓
School Safety & Bullying		✓	✓	✓	✓
Physical Health and many others		✓	✓	✓	✓

You are not alone!

- Build your staff's expertise
- Experienced and dedicated in-house resources
- Live and online sessions focused on your data and your goals



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Printables

Appendix F Action Plan

Use this template to record your action plan for developing strategies to reach your goals. Your action plan will include the goal and strategy your team has decided on to achieve this goal. If there are multiple action steps for one strategy, complete a separate template for each step. Action plans are living documents; as such, make sure your team continually revisits the plan and records the progress of your strategy.

Goal:		Strategy:	
Action Step:	Leader:	How will we involve the school community?	Target completion date:
	Supporting team members:	How will we communicate the plan?	Action Complete: <input type="checkbox"/>
			Progress to Date: (evidence that the strategy is being implemented and is making an impact on student outcomes):

Thank You!



Any questions?

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References

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