

10 STEPS TO ESTABLISHING A DATA TEAM AT YOUR SCHOOL

Have you ever wondered how to action data to inform decisions in your school? Follow these 10 steps to establishing a data team within your school, a crucial step towards enhancing educational outcomes and driving positive change!



Extend an Open Invitation

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!



Determine Team Roles

Work with the team to determine what role each member will play. Roles could include a facilitator, time-keeper, and planner.



Welcome Team Members

Formally invite interested participants to be a part of the team. You can also organize an informal kick-off meeting to allow team members to connect before diving into the work.



Define the Mission Statement

As a team, craft a clear mission statement outlining the team's core purpose. This will help guide your work. Be sure to share this with the school community.



Introduce the Team

Introduce the data team to the school community. This will increase the visibility of the team. You can also indicate that you will be sharing the work of the team throughout the year.



Formalize Group Norms

Establish and adopt group norms. This will help to foster collaboration and effective communication within the team.



Complete a School Pre-Assessment

Reflect on your school's data culture and gain insights into collective beliefs and behavior. You can access The Learning Bar's Data Culture School Pre-Assessment in the comprehensive guide.



Implement Structured Data Use

Adopt a structured approach for data utilization. Follow a data model to guide your team through systematic data analysis and decision making.



Set a Meeting Rhythm

Establish a regular meeting schedule. The team could meet weekly, or biweekly for example.



Conduct Post-Assessment and Reflect

Reflect on your school's growth in building a data culture. You can access The Learning Bar's Data Culture School Post-Assessment in the comprehensive guide.