



# Planning for Your Success Team

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## Purpose

Careful planning is vital for a strong Success Team. Administrators must deliberately select team members that not only understand the importance of the transition to high school, but also genuinely care about the achievement of their students. Strong Team Leads can build relationships with students and adults as well as facilitate data-driven conversations that lead to sound decision-making.

## How & When to Use

Administrators, along with the Team Lead, should refer to Tool Set A during the initial phases of team planning and development. These tools provide ideas and considerations as you develop the systems and structures for this work in your school. Additionally, the job descriptions support your process for selecting team members. Some school communities have the resources to develop an On-Track Coordinator role who manages the operations of Success Team work.

Once formed, your Success Team can use these tools to support the clear communication of meeting expectations and as a source for providing feedback to Team Leads.




# Connections to Framework

The [Freshman Success Framework](#) is the foundation for effective school practice on On-Track and student success. The Network for College Success has seen the greatest and most sustainable gains for freshmen when schools develop high-functioning educator professional learning communities, which we call Success Teams.

This Tool Set focuses on the below actions of a Success Team stemming from the Freshman Success Framework.

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Elements	Success Team
<p><b>Setting Conditions</b></p> 	<ul style="list-style-type: none"> <li>• Shares Success Team roles and responsibilities conducive to freshman success work</li> <li>• With principal and Team Lead, establishes foundational knowledge, sets purpose, and creates freshman success goals for On-Track and student connection</li> <li>• Includes General Education and Special Education teachers, counselor(s), data technician, student advocate or dean, and/ or administration</li> </ul>

This Tool Set also highlights the actions stemming from the Framework for the Principal and Team Lead in support of the Success Team work.

## Team Lead

- Setting Conditions: Acquires foundational knowledge on the importance of freshman course performance as well as tools and strategies to lead the Success Team
- Setting Conditions: With principal and data technician, establishes Success Team meeting calendar that includes regular and sufficient time for 1) data analysis and 2) intervention development, monitoring, and adjustment
- Setting Conditions: With principal and Success Team, sets freshman success goals for On-Track and student connection, and develops benchmarks to monitor progress

## Principal

- Setting Conditions: Selects, programs, sets purpose, and provides foundational knowledge on freshman success work for core set of grade-level teachers
- Setting Conditions: Identifies team leadership (Team Lead, data technician, social-emotional learning specialist, etc.) and communicates expectations for their engagement with Success Team
- Setting Conditions: Sets goals for On-Track and student connection with the Success Team and team leadership
- Setting Conditions: Provides and protects team meeting calendar, with regular and sufficient time for 1) data analysis and 2) intervention development, monitoring, and adjustment



## Planning for Your Success Team

# Sample Job Descriptions for Success Team Leads & Members

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This set of sample job descriptions clarifies the roles and responsibilities of Team Leads and members.

## Success Team Lead Job Description

### **Collaborates with: On-Track Coordinator and Data Technician**

### **Position Overview**

The Success Team Lead works with the On-Track Coordinator to engage grade-level faculty and staff in the design and implementation of interventions that will increase On-Track rates. These strategies include, but are not limited to:

- utilizing student course performance, attendance, and misconduct data to develop and implement interventions (Tier 2),
- creating a system for tracking the effectiveness of interventions,
- celebrating successes toward On-Track and student connection goals, and
- communicating with the counseling department around academic recovery options for students.

Special Note: The Success Team Lead is often a teacher. This person should be capable of balancing this role with their teaching responsibilities.

### **Success Team Lead Duties and Responsibilities**

- Collaborate with the On-Track Coordinator to facilitate development of highly functional grade-level Success Teams that focus on creating, implementing, monitoring, and evaluating interventions
- Set freshman success goals for On Track and develop structures for students to connect with the administration and Success Team

- Communicate strategies and progress toward success goals to Success Team
- Support the On-Track Coordinator to execute community activities on On Track, including assemblies, parent info sessions, and celebrations
- Participate in ongoing professional development around team leadership and On-Track best practices

### **Preferred Characteristics**

- Service-oriented, especially around student advocacy
- Possess strong instructional skills and knowledge
- Experience in building and facilitating effective teams or willingness to learn this skill set
- Proficient use of Microsoft Office Suite, including Word and PowerPoint
- Experience with an early warning system
- Strong organization, communication, and leadership skills

## Success Team Teacher Job Description (9th and 10th Grade)

### Collaborates with: On-Track Coordinator and/or Team Lead

### Position Overview

Success Team teachers are student advocates who participate fully with their grade-level teammates to design and implement On-Track strategies that will increase student achievement. These strategies include, but are not limited to:

- utilizing student course performance, attendance, and misconduct data to develop and implement interventions (Tier 2 supports),
- collectively evaluating the effectiveness of interventions,
- celebrating successes toward On-Track and student connection goals,
- communicating with parents/guardians around academic recovery options for students, and
- applying the tenants of student support – creating multiple opportunities for success, recognition of and willingness to provide non-traditional supports, understanding and considering the cognitive development of students – in the classroom on a daily basis.

### Success Team Member Duties and Responsibilities

- Participate as an active member of a highly functional grade-level Success Team that regularly uses course performance, attendance, and misconduct data to create, implement, monitor, and evaluate interventions

- Set success goals for On Track and student connection with the administration, On-Track Coordinator (where applicable), and Team Lead(s)
- Utilize resources which support student success
- Reflect on one's own philosophies and practices in an effort to meet the diverse needs of students
- Demonstrate transparency with students and parents on how to achieve success in the course

### Preferred Teacher Characteristics

- Teach three or more classes in one grade level or work with students in that grade for a significant amount of time in another way (e.g. grade-level counselor)
- Strong communication and critical thinking skills
- Strong service and support orientation
- Ability to bring projects to closure with minimal supervision
- Willingness to extend work beyond traditional classroom hours
- Maintain a high level of personal responsibility in one's work

# On-Track Coordinator Job Description

**Collaborates with: Principal, Team Lead, and/or Data Technician**

### Position Overview

The On-Track Coordinator engages grade-level faculty and staff – i.e. the Success Team – in the design and implementation of strategies that will increase the school's On-Track rate. These strategies include, but are not limited to:

- utilizing student course performance, attendance, and misconduct data to develop and implement interventions (Tier 2 supports),
- creating a system for tracking the effectiveness of interventions,
- celebrating successes toward On-Track, attendance, and student connection goals, and
- communicating with the counseling department on academic recovery options for students.

### On-Track Coordinator Duties and Responsibilities

- Access and provide timely course performance, attendance, and misconduct data in a teacher-friendly form for analysis
- Facilitate development of highly functional grade-level Success Team(s) that focus on creating, implementing, monitoring, and evaluating interventions
- Set success goals for On Track and student connection with the administration and Success Team(s)
- Communicate strategies and progress toward goals to Success Team(s), administration, parents, and students

- Advocate for resources to support student success
- Coordinate community activities around On Track, including assemblies, parent info sessions, and celebrations
- Collaborate with the counseling department on high school transition activities, including, but not limited to: high school fairs and orientation
- Participate in ongoing professional development around team leadership and On-Track best practices

### Selection Criteria

- Demonstrated ability to use data to guide planning and evaluation
- Proficient use of Microsoft Office Suite, including Word, Excel, and PowerPoint
- Experience with an early warning system preferred
- High school teaching experience preferred
- Proven experience in building and facilitating effective teams
- Strong communication skills and critical thinking skills
- Experience developing systems and managing change
- Strong service and support orientation
- Ability to bring projects to closure with minimal supervision



## Planning for Your Success Team

# Freshman Academy Team Calendar Planning Considerations

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This tool illustrates an alternative team structure wherein a Freshman Academy is created within a school to execute the exclusive duties of a freshman success program.

## Freshman Academy Team Calendar Planning Considerations

### Regular team meeting time

### Possible data sources (including availability and time for team analysis)

- Freshman Success reports
- Attendance
- Grades
- Internal data sources, like Google Docs
- Interim assessment data
- Social-emotional data
- Student work

### Meeting topics

- Structure and support
  - Roles and responsibilities of the team and team members
  - Setting agreements for team meeting time
  - Supports needed from administration to do the work
- Interventions
  - On-Track/off-track students
  - Social-emotional
  - Attendance incentives/initiatives
- Problem-solving issues, such as interventions
- Student focus groups to inform the team's practice

- Parent communication/involvement
  - Parent conferences
  - Progress reports
  - Open Houses
  - Shadow days
- Student “town hall” meetings
  - Informing students of progress toward goals
  - Attendance, academic, and community-building celebrations