

Team Chair
Tips on Chairing A Visiting Team

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Prior to the Visit

Get to know your team

- How many are experienced Team Members
- Previous experiences
- Areas that they have assessed
- Technology skills
- Language mechanics- spelling!

- First time members
 - Orienting them to the Team process
 - Helping them to manage their time

Matching the preferences

- Carefully review the Team Member Preference Sheets
- Assignments should be aligned with expertise

- Timeline for making the assignments
 - This should be completed 6-8 weeks before the visit

- Making sure that you balance the assignments
 - Major sections with the supporting sections

- Pairing the responsible members
 - Pair the veteran with the new member

Homework- team members should review

- The Guide for Evaluators and any other relevant documents

- Is this the first time that the School is hosting a team?

- Have there been any special visits?

Are there any unique circumstances?

- Change of leadership
- Environmental conditions affecting enrollment
- Staff turnover
- Financial issues

Careful review of the self- study- this is how the school views their status in relation to the standards

Progress Monitoring- checking in with the Team Members

Have they reviewed their assigned areas?

Are they drafting the description?

Have they identified the people that they wish to meet with?

Have they used the guide to draft some interview questions?

Have they identified the material that they want to review before the visit and on site?

Discussions with the Co-chair

Division of labor

Communicating with the Team Secretary

Submission of the reports

Scheduling of key meetings on site

Supporting the Team Member who is not engaged in the preparatory work

Outlining the multiple demands on site

Developing the timeline for the submission and presentation of reports

Identifying the potential Team Leaders

Pairing the leaders with the new members

Working with the Team Secretary to organize the work

Is the Secretary experienced?

Interfacing with the School

Respecting their schedules (Board meeting)

Setting a schedule that insure a smooth visit

During the Visit

The Saturday Tour

Chair and Co-chair with the School Head and Key People

Begins the on-site relationship building

Head of the School

Key Team Members

Co-chair

Preview for the Sunday Tour

Saturday Night Dinner- key team building time

Sunday Morning- getting to work

Planning and organizing the week

Review the assignments

Review the schedule for the presentation of reports

Balancing- complex and straight forward reports

Sequencing of the reports- philosophy first

Sequencing can depend upon school variables

Finance-enrollment-admissions

Discuss the importance of classroom visits

Scheduling the key meetings at the reception

Review the purpose of the Visit

Continuous school improvement

Work of the school in relation to the standards

Value-added status for the school

“Gentle Reminders”

We are guests in their school

We are guests in their country
when in Rome

We work within guidelines of a Ministry

We adhere to the standards of their local Board of Health Agents
and Fire Codes

We work with the variables of local control
Wages, working conditions, labor unions

What “Not to say”
In my school we.....

I do not think this is effective practice

I don't really think this standard is important but I have
no choice....

Establishing the Daily Schedule

Meeting team deadlines
Arrival and departure to and from the school

Report submissions- we are all stressed

Protecting the Team Room

Start and end school meetings on time

Evening options:

Break-dinner- meet

Short break- meet- dinner- work in room

Pacing the Development of the Report

Evening Meetings

Keep the focus on the standards

Clock management

Back-up School Based Meetings-if you are falling behind

During the Visit

Expect the unexpected

Go with the flow

Know when to hold them and when to fold them!!!!