



TEAM LEADER MANAGEMENT TOOL 2005-2006 (To be completed bi-weekly by Tls for review with their CD)

Team Name \_\_\_\_\_

Team Leader's Name: \_\_\_\_\_

Campus Director's Name: \_\_\_\_\_

Date: \_\_\_\_\_

# of apprentices on team \_\_\_\_\_

	WOW	Getting to Wow	Just Getting Started																					
<b>Team Attendance</b> (QR = Attendance, Retention)	<input type="checkbox"/> 90% or higher weekly average attendance	<input type="checkbox"/> 80% or higher weekly average attendance	<input type="checkbox"/> less than 80% weekly average attendance																					
<p>For each apprentice who was absent provide the following information:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Why absent? Note brought in?</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Date	Why absent? Note brought in?																			<p>What have you done to contribute positively to your apprentices' attendance rate?</p> <p>Looking at your attendance over the past few weeks, is there an apprentice who might be dropping the program soon? If YES, what are you going to do to retain this child?</p> <p><b>Action Step:</b> What do you need to do to improve your apprentices' attendance rate?</p>		
Name	Date	Why absent? Note brought in?																						
<b>Academic Coaching/HW Completion</b> (QR = ELA and Math Grades)	<input type="checkbox"/> 90% or more of all assigned homework was completed every full homework time; I checked each completed assignment	<input type="checkbox"/> 75% or more of all assigned homework was completed every full homework time; I checked each completed assignment	<input type="checkbox"/> 60% or more of all assigned homework was completed every full homework time; I checked each completed assignment																					
<input type="checkbox"/> I checked in with each student about progress on his/her academic goals (post Q1 grades) <input type="checkbox"/> I actively followed up/reinforced the current School Navigation lessons <input type="checkbox"/> I ensured that my team's apprentices used his/her AIM time effectively through focused work on his/her homework and projects <input type="checkbox"/> I utilized Campus-School Communication System to facilitate effective conversations with school staff about each apprentice's academic performance	<p>Use this space to reflect on the academic coaching you provided to the apprentices on your team this past week. Use the sub categories to the left to guide your response.</p> <p>If 90% or more of all assigned homework was completed, what have you done as a team leader to help them do so?</p> <p><b>Action Step:</b> If less than 75% of all their assigned homework was completed, please discuss why they didn't and what you need to do to ensure that more students complete their homework.</p>																							
<b>Family Engagement/Communication</b> (QR = English and Math Grades; Attendance; Retention)	<input type="checkbox"/> By the beginning of the program week, I spoke on the phone or in person with 100% of the parents/guardians AND the apprentices about their academic progress	<input type="checkbox"/> By the beginning of the program week, I spoke on the phone or in person with, 85% or higher, of the parents/guardians AND the apprentices about their academic progress	<input type="checkbox"/> By the beginning of the program week, I spoke on the phone or in person, with 70% or higher, of the parents/guardians AND the apprentices about their academic progress																					



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If you spoke with 100% or more of your students and their parents/guardians, what have you done to reach this goal?

**Action Step:** If you spoke with fewer than 85% of your students & parents/guardians, please explain why you didn't and how you plan on following up with the students & parents/guardians you missed?



<h3>Quality Instruction <small>(QR = Oral &amp; Leadership Skills)</small></h3>	<p>Use this space to reflect on the quality of your instruction in both AIM/School Nav and Staff-led Apprenticeships this past week. Use the sub categories to guide your response.</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Used colorful, engaging visuals</li> <li><input type="checkbox"/> Strategic and effective use of space &amp; set up of room</li> <li><input type="checkbox"/> Student roles and/or opportunities for apprentice participation or leadership</li> <li><input type="checkbox"/> Opportunities for students to use multiple intelligences</li> <li><input type="checkbox"/> Set context for student understanding</li> <li><input type="checkbox"/> Provided opportunities for guided practice</li> <li><input type="checkbox"/> Checked for understanding</li> <li><input type="checkbox"/> Utilized independent work time with effective coaching</li> <li><input type="checkbox"/> Utilized small group work with effective coaching</li> <li><input type="checkbox"/> Included teach back opportunities</li> </ul>	<p><b>AIM/School Nav:</b></p> <p><b>Action Step:</b></p> <hr/> <p><b>Staff-led Apprenticeship:</b></p> <p><b>Action Step:</b></p>
<h3>Helping CT Achieve Quality Instruction <small>(QR = Oral &amp; Leadership Skills)</small></h3>	<p>Use this space to reflect on how you helped the CT achieve quality instruction this past week in the CT led Apprenticeship. Use the sub categories to the left to guide your response.</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Helped CT use colorful, engaging visuals</li> <li><input type="checkbox"/> Helped CT to set up strategic and effective use of space well</li> <li><input type="checkbox"/> Helped CT to provide student roles and/or opportunities for apprentice participation or leadership</li> <li><input type="checkbox"/> Helped CT provide opportunities for students to use multiple intelligences</li> <li><input type="checkbox"/> Helped CT set context for student understanding</li> <li><input type="checkbox"/> Helped CT provide opportunities for guided practice</li> <li><input type="checkbox"/> Helped CT check for understanding</li> <li><input type="checkbox"/> Helped CT utilize independent work time and assisted with effective coaching of apprentices</li> <li><input type="checkbox"/> Helped CT utilize small group work and assisted with effective coaching of apprentices</li> <li><input type="checkbox"/> Helped CT include teach back opportunities</li> <li><input type="checkbox"/> Communicated with CT prior to the weekend to debrief on week and plan for the week ahead</li> <li><input type="checkbox"/> Helped CT by reviewing, coaching, and providing feedback on weekly lesson</li> </ul>	<p><b>Action Step:</b></p>



## Positive & Supportive Team Culture

(QR = Attendance; Retention; Oral & Leadership Skills)

- Strengthened individual relationships with each apprentice on my team
- Successfully moderated conflict among apprentices
- Used campus behavior management system to acknowledge students' successes and improve negative behavior
- My apprentices actively and respectfully participated in full campus activities
- My apprentices interacted and spoke to each other in a respectful manner

Use this space to reflect on your team culture over the past week. Use the sub categories to guide your response.

**Action Step:**

## Retention

What did you as a team leader do to retain your students?

Name	Last Day	Reason for withdrawal?

If ANY apprentices withdrew from your team did you as a TL attempt to address any of the factors which contributed to their decision to drop? If so, how?

**Action Step:** What action steps can you take or what will do differently in the future?

planning and keeping him/her on target for WOW



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**CD:** After review of your TL's progress on the above areas, please list **3 action steps** to support your TL to achieve his or her goals. You will complete these by your next weekly review with your TL.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_