

Integrated Intervention Team (IIT)

**SED and OEE Co-Leads**

**Roles and Responsibilities**

1/23/13

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	<b>SED Co-Lead</b>	<b>OEE Co-Lead</b>	<b>Co-Leads Collaboration</b>
<p><b>Before the On-site visit</b></p> <p><b>Role:</b> Coordinate and organize the District/School Review in collaboration with the Logistics Unit.</p>	<ul style="list-style-type: none"> <li>- Participate in all DTSDE and related trainings.</li> <li>- Serve as the primary contact of the IIT.</li> <li>- Review District/School self-assessment and pre-review documents.</li> <li>- Provide Team contact info to IIT members.</li> <li>- Arrange for video-conference, as necessary for IIT and other necessary meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in DTSDE and related trainings.</li> <li>- Review District/School self-assessment and pre-review documents that have been submitted to SED.</li> <li>- Prior to and in conjunction with the District/School, coordinate the submission of in-District/in-School documents necessary to fill identified gaps in information.</li> </ul>	<ul style="list-style-type: none"> <li>- Become DTSDE and HEDI rating experts.</li> <li>- Facilitate meetings of IIT.</li> <li>- Assign review tasks and review of documents to IIT members based on their experience and expertise.</li> </ul>
<p><b>On-site District/School visit</b></p> <p><b>Role:</b> Coordinate and organize with District/School leadership and assure their preparedness for the District/School on-site visit.</p>	<ul style="list-style-type: none"> <li>- Work with Logistics Unit to prepare specific schedules and instructions for each IIT member.</li> <li><u>District Review:</u> <ul style="list-style-type: none"> <li>- Conduct interviews and focus group meetings.</li> </ul> </li> <li><u>School Review:</u> <ul style="list-style-type: none"> <li>- Introduce IIT members to District/School Leadership and contact(s).</li> <li>- Conduct interviews, focus group meetings, observations, and classroom visitations.</li> <li>- Convene meeting of IIT members at the end of each day.</li> <li>- Facilitate sharing of Team members' notes and discussion</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><u>School Review:</u> <ul style="list-style-type: none"> <li>- Conduct interviews, focus group meetings, observations, and classroom visitations.</li> <li>- Share daily notes and summarize findings with IIT members.</li> <li>- Use DTSDE reviewer forms to collect notes and affix tentative HEDI rating.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Co-facilitate end-of-day IIT meetings.</li> <li>- Develop preliminary over-arching bullets aligned to tenets for debrief meetings (NO HEDI ratings!).</li> <li>- Conduct a pre-debrief meeting and discussion with IIT members to develop preliminary overarching bullets aligned to the tenets. .</li> </ul>

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	<p>of daily findings.</p> <ul style="list-style-type: none"><li>- Share daily notes and summarize findings with IIT members.</li><li>- Use DTSDE reviewer forms to collect notes and affix tentative HEDI ratings.</li><li>- Conduct the District (when applicable) and School debrief meeting to deliver preliminary overarching bullets to the District or school.</li></ul>		
<p><b>Written Report of Findings</b></p> <p><b>Role:</b> Coordinate, organize and contribute to the completion of the written report of the District/School reviews.</p>	<ul style="list-style-type: none"><li>- Receive all school or district summary reports from all IIT members the day following the review.</li><li>- Share IIT member documents and information with OEE.</li><li>- Lead the group debrief call/meeting the day following the review with the IIT.</li><li>- Review all District or School summary sheets and synthesize into a master school summary sheet for use in the creation of the first draft of the final report.</li><li>- Write the first draft of the final report.</li></ul>	<ul style="list-style-type: none"><li>- Review IIT members' documentation and school summary report.</li><li>- Review first draft report written by SED Co-lead prior</li></ul>	<p>Following the CAT review of the first draft report, Co-leads</p>

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	<p><u>Recommended timeline:</u> -The day following the review the IIT will debrief in the p.m. from 1:00 pm-4:30 pm. -Following the group debrief, reviewers complete the School Summary Sheet that reflects the synthesis of the evidence gathered during the visit. All school summary reports with SOP rating are submitted to the SED Co-lead, CAT Liaison and Logistics Team Liaison. -The SED Co-lead will synthesize all school summary reports into a first draft report and submit to the OEE, CAT and LU Liaison no later than 10 business days after the school summary reports are submitted. The CAT reviewer will review that first draft and resend any additional feedback if necessary to the SED co-lead and OEE. The SED co-lead will collaborate with the OEE to produce a second draft of the report. The second draft of the report is due two weeks after receiving it from the CAT</p>	<p>to submission to the CAT.  After the first draft is written by the SED Co-lead, if there are required revisions to the report, the Co-leads are to collaboratively decide on the second draft submission to CAT.  Review second draft report prior to submission to the CAT.</p>	<p>produce a second draft, if feedback indicates that revisions are necessary.  All second draft reports submitted by email to the CAT liaison will include a copy to the LU liaison, the OEE and the review team supervisor.</p>

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	<p>liaison. After the CAT receives the second draft of the report from the SED Co-lead, the CAT will finalize the report.</p> <p>CAT will send the draft report to District/School six weeks after District/School review.</p>		
<b>Post District-School Review</b>  <b>Role:</b> Facilitate and oversee the implementation of the recommendations, per the written report of findings		<ul style="list-style-type: none"><li>- As requested, assist the District/School with the review and revision of improvement plans (DCIP, SCEP) per the findings and recommendations of the final report.</li><li>- As requested, guide the District/School in securing the resources necessary to improve student academic achievement and performance.</li></ul>	

**\*\* If there is disagreement between SED and OEE Co-leads regarding the 1st draft or 2<sup>nd</sup> draft of the final report, the SED Co-lead will email the reason and Statement of Practice leading to the disagreement to the CAT liaison assigned to the review with a cc to the OEE. The CAT liaison will make the final determination and advise of next steps.**