



Steps to Establishing Successful Teacher Action Teams:

1. **Survey staff.** A survey was distributed, and leadership met over the summer to assign action teams. Teams were formed based on perceived individual strengths and skills and where each person could make the most impact.
2. **Establish a Shared Leadership team.** “Lighthouse” team members were people who volunteered to serve on this shared leadership team when we first began our “Leader in Me” journey.
3. **Build the team.** Once the teams were assigned/created, administration planned a scavenger hunt experience to review the handbook and begin building relationships among team members. Teachers didn’t realize it at first, but their teams for the scavenger hunt were the action teams created by school leadership.
4. **Schedule and conduct meetings.** Set and hold to the schedule for team meetings. First Monday is the Shared Leadership team meeting (administration and leaders from each action team) to set purpose and goals (our “big rocks”). Information is then taken to the Action Teams meeting, scheduled for the second Monday. It’s a cyclical event.
5. **Create a calendar of events.** The Shared Leadership (“Lighthouse” team) should list all the events scheduled throughout the year and assign the tasks to the appropriate action team(s). This information is communicated early with all staff.
6. **Be flexible and teachable.** Start small and allow room to organically grow in and through Teacher Action Teams. Utilize the schedule to build in action team meetings into an already established professional development time so no one is doing “extra.” Frontload action team leaders so that they know expectations and how to present when they go off into their action team meetings. Trust your people to do the work well!
7. **Make time to save time.** Every year, Shared Leadership invests in an off-site retreat to set and share goals for the school and work on building community among members. It’s worth the effort and time to have everyone clear on shared goals and excited about the upcoming school year.

8. **Celebrate and recalibrate.** Make sure to review and reflect (formally and informally) on the work of the Action teams throughout and at the end of the school year. Be generous with encouragement; Be intentional in celebrating successes (and sharing the positive feedback with others); and be willing to recalibrate after reflecting on any needed changes to programs, processes, planning, and participation. Sometimes, it isn't to "fix" what didn't work as much as making great what was good.

Have Questions?

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