

DODGE CITY MIDDLE SCHOOL

TEAM TEACHING

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Dodge City Middle School is based upon a team approach where teams of teachers and students work together to achieve academic and personal goals. Teachers share responsibility for the same students and solve problems together, often before they reach the crisis stage. This community of learning nurtures bonds between teacher and student that are the building blocks of the education of the young adolescent.

Teaming provides an environment conducive to learning by reducing the stress of anonymity and isolation of students. Common planning by teachers of different subjects enables students to sense consistent expectations for them and to strive to meet clearly understood standards of achievement. Teaming creates the kind of learning environment that encourages students to grapple with ideas that may span several disciplines and to create solutions to problems that reflect understanding, not memorization.

Interdisciplinary teams also provide a much-needed support group for teachers, eliminating the isolation teachers can experience in departmentalized settings. Teacher teams are interdisciplinary to ensure coordination across all aspects of the core instructional program. Teachers of elective courses, special education teachers, and support staff are also included on a team.

A multi-disciplinary team teaching approach allows teachers to coordinate the entire instructional program around thematic units that go beyond the standard curriculum guides. This approach requires time set aside for joint planning. Each core team is identified by a team name and works collaboratively in developing cross curriculum integration of subjects through flexible scheduling. The central purpose of the team is to develop a unified approach in helping students to excel academically and socially.

TEAM TEACHING GUIDELINES

Listed below you will find information about teaming. Please read it carefully. In order for us to follow a teaming approach at Dodge City Middle School, we must all be knowledgeable and willing to participate with the teaming concept. Hopefully the following information will help get us started.

Four days a week teachers at Dodge City Middle School will have a team planning time plus their individual planning time. Teams will meet every day of the week except for Wednesday which has been set aside for grade level professional learning communities.

- One day per week will be spent as a student intervention team. Pre-assessment staffing will be conducted for all students experiencing learning or other problems and intervention strategies will be developed and implemented to address those problems.
- One day per week will be spent meeting with an administrator to go over monthly goals set by the team leaders at the monthly team leaders meeting.
- Two days per week, teams will work on curriculum integration and professional development.
 - a. Records (logs) will be kept for each meeting and a weekly summary will be available on the day that the team meets with an administrator.
 - b. Team notebooks will be maintained.
 - c. Goals for the team will be developed and are to be integrated with building goals.
 - d. Methods for evaluating goals will be developed.
 - e. Parent contacts will be documented on the team parent contact form.
 - f. A team agendas and notes for the week is to be e-mailed to your prospective administrator by 3:00 p.m. every Thursday. Elective teachers' and intervention team agendas and notes for the week are also due to your prospective administrator by 3:00 p.m. every Thursday.

TEAM LEADER GOALS

- Provide leadership in establishing goals, preside over meetings
- Facilitate discussions
- Involve all team members in discussion
- Use consensus to reach decisions where appropriate
- Facilitate the integration of course content and skills on a regular basis, coordinate the development of interdisciplinary teaching units, coordinate parent/team conferences
- Establish and maintain accurate student files (see SIT coordinator)
- Assist in the selection of new personnel

Recorder – The recorder keeps a record of actions and decisions made by the team, serves as team historian and provides a summary of weekly team actions to administrator.

Technology Aide – The technology aide is the first contact for team members on technology questions and works directly with the Information Systems Clerk to disseminate information knowledge regarding use of technology.

Resource Person – The resource person obtains and manages resources needed to implement team activities. (Speakers, bus requests, field trip requests, etc.) He/she will notify all affected areas/teachers. Another responsibility will be to gain training in administration of medications and be responsible for administering medication on field trips.

Public Relations – The public relations person submits the monthly newsletter article to the principal's secretary by the 15th of each month and advises administration of newsworthy activities. He/she also prepares parent invitations for special events.

Student Intervention Team Coordinator – The coordinator maintains student files/pre-assessment forms when a student is discussed for academic or behavioral concerns.

THE VERY BEST TEAMS

- ☐ Have a Vision, Set Goals
- ☐ Prioritize
- ☐ Do a Few Things Really Well
- ☐ Say "Yes" More Than "No"
- ☐ Celebrate Accomplishments
- ☐ Develop Ways of Doing Things
- ☐ Conduct Formal Team Meetings
- ☐ Practice Communication Skills
- ☐ Divide Challenges/Duties Fairly
- ☐ Establish Roles & Responsibilities
- ☐ Balance Weekly Agendas
- ☐ Use a Team Calendar
- ☐ Keep Records
- ☐ Involve Specialists/No-team Staff
- ☐ Utilize the Steering Committee
- ☐ Spend Time on Personal Relationships

TOOLS FOR BUILDING TEAM IDENTITY

- ☐ Team (Name, Logo, Mascot, Colors, Slogans)
- ☐ Team Decorations for Door, Hallways, Rooms
- ☐ Team Newspaper, Newsletter
- ☐ Team Rules/Codes of Conduct
- ☐ Team Rewards
- ☐ Team Intramurals
- ☐ Team Birthday Celebrations
- ☐ Team Government
- ☐ Team Recognition Days
- ☐ Team Meals
- ☐ Team Assemblies
- ☐ Team Special Events, Activities
- ☐ Talent Shows
- ☐ Spirit Days
- ☐ Dress-Up Days
- ☐ Clean-Up Days
- ☐ Community Projects, Academic Brain Bowls, Open House
- ☐ Holiday Parties
- ☐ Team Display of Student Work, Team T-Shirts
- ☐ Team Bulletin Boards
- ☐ Team Handbooks
- ☐ Team Student Conferences, Team Contests
- ☐ Team Field Trips
- ☐ Team Song
- ☐ Team Parties
- ☐ Team Scrapbook
- ☐ Team Name Tags for Special Events
- ☐ Team Honor Rolls, Team Calendar