



Achievement Teams Role:

Facilitator

- ✓ Reviews norms and sets the focus
- ✓ Keeps the group on task
- ✓ Encourages everyone to participate
- ✓ Helps set the agenda for the next meeting



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Achievement Teams Role:
Data Recorder

- ✔ Collects the data by an identified date
- ✔ Records ideas and input from the meeting
- ✔ Asks the group for feedback on the accuracy
- ✔ Communicates and shares the final record with the group and administrators, as needed



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Timekeeper

- ✓ Divides the time for tasks
- ✓ Keeps the group moving through the four-step protocol based on the 20/80 rule
- ✓ Gives periodic signals as to how the time allotment is progressing



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- ✔ Verifies instructional strategies
- ✔ Monitors consistent implementation
- ✔ Fact-checks resources



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Achievement Teams Role:

Active Participant

- ✓ Collaborates with others using a growth mindset
- ✓ Comes to meetings prepared and on time
- ✓ Seeks and provides data and input
- ✓ Actively engages in discussion
- ✓ Monitors self-adherence to norms
- ✓ Stays focused on the agenda, purpose, and goals of the meeting



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