

Achievement Teams PLC / Meeting Guide

Observation guide for leaders/coaches to support and celebrate effective Achievement Teams (AT) PLC meetings.

Focus Area	Opportunities for Support	What Success Looks Like	Opportunities to Extend Practice
Achievement Teams Spreadsheet or Collection Form		<ul style="list-style-type: none"> • Team uses the AT spreadsheet or a collection form to guide the meeting • Roles, norms, and commitments are documented and followed • Tool is shared with site administration 	
Learning Intention & Success Criteria		<ul style="list-style-type: none"> • Clearly visible during the meeting • Aligned to current essential standard and assessment cycle • Referred to during strategy and goal discussions 	
Equity of Voice		<ul style="list-style-type: none"> • All team members contribute to the discussion • Dialogue is balanced and collaborative • Decisions are shared, not dominated by one voice 	
Step 1: Assessments Aligned to Standard		<ul style="list-style-type: none"> • Pre- and post-assessments align with essential standard • Assessment tools are agreed upon and accessible • Tasks are rigorous and standards-based 	
Step 2: Goals with Follow-Up		<ul style="list-style-type: none"> • SMART goals based on pre-assessment data • Post-assessment results revisited • Growth is monitored over time 	
Step 3: Data Dive into Student Needs		<ul style="list-style-type: none"> • Team analyzes trends and root causes using student work • Misconceptions or common errors are identified • Baseline evidence statement or fishbone diagram completed 	
Step 4: Strategy Selection Aligned to Data		<ul style="list-style-type: none"> • Strategies selected based on strengths and gaps uncovered in Step 3 • Includes rationale for instructional choices • Strategies are aligned to surface/deep/transfer learning, UDL, or high-yield strategies from the flip books 	
Celebration		<ul style="list-style-type: none"> • Student or teacher growth is recognized • Shout-outs or progress wins are shared • Team culture promotes celebration and encouragement 	