ADVANCED
COLLABORATIVE SOLUTIONS

Directions for Completing the Achievement Teams Action Plan
This action plan helps your team systematically implement and monitor Achievement Teams. Use this tool to guide planning, assign responsibilities, and evaluate effectiveness.

ACHIEVEMENT TEAMS
Four-Step Protocol

STEP 1
COLLECT AND CHART DATA

STEP 2
SET S.M.A.R.T. GOALS

STEP 3
CREATE BASELINE EVIDENCE STATEMENTS

STEP 4
SELECT INSTRUCTIONAL STRATEGIES

This plan can also help to clearly identify next steps by establishing measurable outcomes and addressing identified needs. These preliminary action steps can ensure clear ownership for implementation and progress monitoring. You are encouraged to assign roles and responsibilities, important timelines, and needs for additional professional development. Ultimately, this draft plan would be shared with the rest of the school for feedback, input, and decision making.

*Please review the sample middle school plan on page 5.

Achievement Teams Action Planning Template

District/School Name: _____

Team Members: _____

Date: _____

1. Vision & Goals

Achievement Teams Vision Statement	
Key Goals (SMART Goals)	1
	2
	3

2. Collaborative Team Structures - Team Formation

Current Strengths	Areas for Growth	Action Steps	Responsible Person(s)	Timeline
		1		
		2		
		3		

3. Use of Formative Assessments - Pre/Post

Current Strengths	Areas for Growth	Action Steps	Responsible Person(s)	Timeline
		1		
		2		
		3		

4. Implementation/Number of Cycles/Priority Learning Targets

Current Strengths	Areas for Growth	Action Steps	Responsible Person(s)	Timeline
		1		
		2		
		3		

5. Data & Progress Monitoring

Assessment Tools	How Data Will Be Used	Frequency of Review	Responsible Person(s)
1		☐ Weekly ☐ Biweekly ☐ Monthly ☐ Quarterly	
2			
3			

6. Professional Development & Capacity Building

Training Needs	Schedule for Professional Learning	Responsible Person(s)
1	1	
2	2	
3	3	

PALM AVENUE PANTHERS

TEAM WORK

This template will assist you and your team in goal setting and action planning around steps that need to be taken and pieces that need to be in place for successful Achievement Team implementation.

	Our Action Plan	Date to Be Completed	Person Responsible	Desired State / Where Do We Want to Be
Communicate expectations for Achievement Teams	➔ Small group data meetings ➔ Staff Meeting PD/Check In's ➔ Commitment to a pre/post assessment schedule. ➔ Ensure fidelity of the process (4 steps) ➔ Incentives for students to perform ➔ Leadership will consistently monitor the process.	Start: Fall 2024 Through Spring 2025 and beyond!	Principal Assistant Principal Dean of Student Grade Level Leads Academic Coach	➔ Evidence that Achievement Teams are being implemented with fidelity. ➔ Increased levels of clarity in terms of the process. ➔ Instructional Strategies must be appropriate to meet the needs of students strengths and gaps (Ac. Coaches will assist in selecting appropriate strategies). ➔ Increased levels of student proficiency.
Schedule Achievement Team Leader and administrator meeting	➔ Debrief cycles (each dept. participates). ➔ What are some of the successes we are having? ➔ What are our challenges? ➔ Are you on track with commitment to the Achievement Teams Process? ➔ How can you be supported?	2024 December 2025 January, February, March, April, May	Principal (or designee) Leadership Team	➔ Meetings between facilitators and leaders increase levels of communication. ➔ Can be used to resolve achievement issues, protocol issues, and overall implementation. ➔ Celebration is key to consistent implementations - take time to share good news.
Create Assessment Calendar	➔ Teams tentatively commit to a minimum of 2 cycles for the remainder of the 2024-25 SY. ➔ 7th/8th 2 cycles in their discipline ➔ 6th Grade- 1 Math/ 1 ELA ➔ A cycle is the administration of a pre/post assessment, followed by additional teaching strategies if needed.	2024/2025 Grade levels will determine dates for each chosen cycle.	Instructional staff Administration Grade Level Representative	➔ A consistent window of the administration of both pre and post assessments. ➔ An increase in student achievement should be evident when comparing Pre and Post assessments data.
Create formalized system for posting Achievement Team charts and graphs	➔ Results between pre-post must be shared with individual students. ➔ Students will notice that goal setting is a priority throughout the school. ➔ Data walls do not shame students. ➔ Goals to be displayed in Room 16 by class and student ID with direction toward Classroom display.	TBD (2024-25 SY)	Administration Academic Coaches	➔ Goal setting has the potential to double student progress. ➔ Goal setting helps students self-assess their own progress. ➔ Goal setting helps students to exert extra effort between pre and post assessments. ➔ School wide ownership,

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