

# The Data Team

The charge of the data team is to guide the staff members of the schools in the district through the process of making data-driven decisions to improve student performance..

The data team should include a variety of representation including members such as those noted in the table below. This team should be kept to a manageable size. When a team becomes too large, its meetings are less likely to achieve progress during the school year. Teams of 15 or fewer people are most effective.

Data Team*	
District superintendent*	Grades 3-5 teacher representative(s)
All building principals	Middle school teacher representative(s) – core subjects
Special education district/building representative	High school teacher representative(s) – core subjects
Curriculum district representative	Non-core subject teacher representative(s)
Assessment district representative	Parent representative(s): preferably hard-to-reach parents and parents who are not employees of the school district
Special programs representative (Title I, At Risk, Gifted & Talented)	School board member*
Guidance counselor representative and/or other pupil services staff	Community representative
Grades PK-2 teacher representative(s)*	Business representative

Table from *Guide to Using Data in School Improvement Efforts: A Compilation of Knowledge From Data Retreats and Data Use at Learning Point Associates*. Learning Point Associates, 2004. <http://www.learningpt.org/pdfs/datause/guidebook.pdf>

\*You may want to consider inviting others – such as your District Treasurer, non-certified personnel, and union representatives - to be members of the data team.

One of the first functions of the data team is to reflect on the district’s use of data to improve student performance. Use the Data Team Rubric as the foundation for that reflection.

The data team leader should send an e-mail to each data team member to go to the Rubric Web site, and complete the Rubric in Part I.

\* District Data Team. Optional for Building Data Team

## Data Team

### The data team members must:

- Be seen as leaders.
- Be willing to learn about data in depth.
- Must have skills in collaboration, communication, and leadership.

### The functions of the data team are:

- To develop expertise on data.
- To share data information with staff members of the schools.
- To assist in setting up support systems at the schools.
- To create and complete action plans based on the data.

### The data team members need:

- Information about systems to support data based decision making.
- Training in the problem solving process.

### Data team members should be expected to:

- Meet regularly as a team to develop a plan to establish using data to improve student performance.
- Have conversations about student achievement.
- Show examples of successful schools.
- Set up a system that supports the collection and use of student data.
- Help staff members understand how to use student data to guide decision making.
- Work to secure commitment from staff around common goals.