SYSTEMS
Run Effective Meetings and Meeting Agenda
Data Analyst Role & Responsibilities

DATA ANALYST

- Like and feel comfortable with data
- Be fluent in navigating dataset to generate custom reports
- Be able to interpret and summarize data/graphs
- Identify and generate data summaries for potential student problem
- Retrieve data summaries for previously defined students

BEFORE Meeting

1. Have access to the appropriate data sources (i.e. Student Information System, Survey Data, State Testing, ODR system)

2. View the "Big Picture" data, previously-defined problems, and scan for potential new problems. Data at Tier 1 will consist of system-level data *(i.e. number suspensions, attendance, school climate survey, whole school or class ODR data, academic screeners and test.)*

3. Review and prepare data for the team to review at the meeting. As needed, review with external coach, facilitator, or administrator before presenting to team.

4. Have the data in a digital format so it can be displayed on the projector during the meeting.

DURING Meeting

1. Display data relevant to the meeting discussion and task items *(Before discussing individual teacher data consult with administrator and/or facilitator prior to the meeting to decide if this needs to be handled through an instructional coaching approach).*

2. When discussing students remind the team of confidentiality regarding student data and the importance of remaining FERPA compliant. *Parents/Family members sitting in on the oversight team need not be present when discussing individual students.*

3. Assist and teach members, as needed, to accurately identify the problem using ODR, academic, attendance, and other relevant data.

4. Use the data to problem solve versus problem admiring.

   Tier 1 Solution Focused Example Questions
   - What does our site school climate data say?
   - What does our site school-wide ODR data about the problem?
   - Have we looked at our attendance data and policy?
   - What is our suspension data and policy?
   - What practices in the system framework are culturally relevant?

AFTER Meeting

1. Share relevant data digitally or remind everyone at the end of the meeting where the data is located in the schools (drive, folders, etc.).

2. Keep in mind, data should be depersonalized before sharing out with anyone other than relevant staff members involved with individual student services.

TECHNICAL ASSISTANCE TOOLS

COLLABORATIVE & INTERPERSONAL NON-JUDGEMENTAL PHRASES

Let me see if I understand…?
To better help me understand can you give me an example of…?
So, what I hear you/us saying/suggesting is…..?
I hear you saying that you are primarily concerned with…?

What do you/we think about….?
How might you/we see happening in the classroom, hallway, etc. if…..?
What's another way you/we might…..?
Have we/you considered what the data shows?

Free Digital Communication Resources
School Email
Remind 101 App. https://www.remind.com/
Slack App. https://slack.com/
Team Reach App. http://www.teamreach.com

FERPA
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
BRAIDS Instructions

TIPS Material
http://bit.ly/2MzDnDk

Stages of Group Development
http://bit.ly/2P9v9nA

F FOLLOW Agenda
I INVOLVE Team Members
V VALUE Collaboration & Time
E ENGAGE in Solution Focused Practice

FOLLOW UP (4) COMPLETION