Implementation Support Team Role and Responsibilities

This resource outlines the role of the Implementation Support Team and the responsibilities for the members of this team.

Role of the Implementation Support Team

The Implementation Support Team is responsible for the implementation work for the system and will ultimately be responsible for the overall success of the curriculum implementation. Some of the work of this team includes considering assessment implications, grading, pacing, scheduling, coaching, planning support, and training. This team is often made up of a cross-functional group of people that represent multiple roles, schools, perspectives, and expertise.

Roles to Include

*Prioritize content-area expertise and those responsible for leading and supporting implementation

- School leader from each school participating in implementation
- A teacher leader from each school participating in implementation
- A representative from each grade participating in implementation
- Coaches (system and/or school level)
- English Language Learner and/or Special Education coaches, teachers, or system leaders
- System-wide content area specialists

Responsibilities of this Team

- Studying the materials deeply and becoming experts on the materials
- Supporting decision-making on assessment, grading, pacing, scheduling, coaching, planning, and training
- Soliciting feedback from other stakeholders
- Investing others in decisions and communicating decisions with rationale
- Answering questions about implementation and championing the materials
- Observing and gathering data about implementation in order to support continuous improvement
- Problem-solving challenges that arise
- Leading trainings on the materials and/or training and supporting others to lead trainings
- Attending weekly to bi-weekly meetings as well as specific trainings for supporting the implementation process