



SIM Implementation Roles and Responsibilities 2017-2022

<p>District Implementation Team (SIM DIT)*</p> <p><i>Lead by designated facilitator/chair who acts as a liaison with SPDG Staff and SIM SITs</i></p> <p><i>*for suggested DIT members, see Appendix 1</i></p>	<p>District Capacity Coach (SIM CC)</p> <p><i>Identified SIM Implementer/ Professional Developer (PDer) who supports sustainability through systems and instructional coaching</i></p>	<p>School Implementation Team (SIM SIT)*</p> <p><i>Coordinated and facilitated by a SIM Site Coordinator who acts as a liaison with SPDG Staff, SIM IITs, and SIM DIT</i></p> <p><i>*for suggested SIT members, see Appendix 2</i></p>	<p>Instructional Implementation Team (SIM IIT)*</p> <p><i>Lead by a designated facilitator/chair who acts as a liaison with SIM SIT</i></p> <p><i>*for suggested IIT members, see Appendix 3</i></p>	<p>SPDG SIM Project Staff</p> <p><i>SPDG SIM District Lead and certified SIM Professional Developer (PDer)</i></p>
Participate in professional development appropriate to role	Participate in professional development appropriate to role	Participate in professional development appropriate to role	Participate in professional development appropriate to role	Provide professional development and coaching as appropriate for all teams
Make a commitment to participate, help sustain the efforts long-term, and make public statements of support	Make a commitment to help sustain the efforts long-term by providing support and coaching implementation at the district, school and classroom level	Make a commitment to participate, help sustain the efforts long-term, and make public statements of support	Make a commitment to implement, engage in continuous improvement through coaching and collaboration, gather and submit student outcome data	Make a commitment to provide high quality professional development, coaching, and technical assistance in building systems to support implementation
Establish a calendar for meeting	Coordinate calendar with SPDG SIM, district, school, and instructional teams	Establish a calendar for meeting	Establish a calendar for meeting	Coordinate calendar with district, school, and instructional teams
Collaboratively develop vision for District SIM Implementation	Participate in development of vision for SIM implementation	Collaboratively develop vision for School SIM Implementation	Collaboratively develop vision for Instructional Implementation	Facilitate vision development



District Implementation Team (SIM DIT)*	District Capacity Coach (SIM CC)	School Implementation Team (SIM SIT)*	Instructional Implementation Team (SIM IIT)*	SPDG SIM Project Staff
Review data (ex. EWS, FSA, EOC) to determine areas of need, school readiness, measurable goals (aligned to other district plans) and next steps in action plan	Support DIT, SITs and IITs in reviewing data to determine areas of need	Review data to determine areas of need, teacher team readiness, measurable goals (aligned to the School Improvement Plans), and next steps in action plan	Review data to determine areas of student need, content demands, proficiency goals, and choose Content Enhancement Routines and/or Learning Strategies	Facilitate goal setting and identification of next steps based on data analysis
Identify/develop/implement data collection process for progress monitoring of goals and review data (at minimum) on a quarterly basis	Support identification/development/implementation of a data collection process	Identify/develop/implement data collection process (including evidence of implementation and implementation fidelity) for progress monitoring of goals	Identify/develop/implement assessments for monitoring progress of student proficiency with standards	Provide support in developing data collection processes, formative assessments, and coaching around implementation as needed
Develop, document, and communicate processes for spending grant funds, see funding guidelines	Advise DIT on allocation of funds based on implementation needs	Follow district developed processes for accessing grant allocated funds Develop and communicate in-house processes for instructional teams to access grant funds	Request needed grant funds through school (in-house) processes	Gather team process documents
Develop, document, and communicate processes for staff to receive in-service credit for professional development upon completing requirements	Communicate and follow process for staff to receive in-service credit for professional development upon completing requirements	Communicate and follow process for staff to receive in-service credit for professional development upon completing requirements	Follow process to receive in-service credit for professional development upon completing requirements (including submitting student outcome data)	Provide agendas, sign-in sheets, and documentation of completed requirements

District Implementation Team (SIM DIT)*	District Capacity Coach (SIM CC)	School Implementation Team (SIM SIT)*	Instructional Implementation Team (SIM IIT)*	SPDG SIM Project Staff
Identify and recruit feeder pattern middle and high implementation school(s)	Assist in identification and recruitment of feeder pattern middle and high implementation school(s)	Make commitment to participate long-term and Identify and recruit instructional implementation team(s)	Make commitment to participate to include: attending professional development, collaborating with team, implementing with integrity, and submitting data	Assist with identifying and recruiting schools and teams Provide SIM and Project Overviews for each identified team
Regularly monitor progress toward goals, adjust plans to address implementation challenges, and request support from SPDG SIM Project as needed	Support teams in progress monitoring, adjusting plans to address implementation challenges, and requesting additional support	Regularly monitor progress toward goals, adjust plans to address implementation challenges, and request support as needed	Regularly collaborate to reflect on implementation, determine team needs, and communicate support needs to SIM SIT	Provide technical assistance/ instructional coaching as needed
Identify potential in-district SIM Professional Developers and/or Specialists	Identify potential in-district SIM Professional Developers and/or Specialists	Identify potential in-school SIM Professional Developers and/or Specialists	Consider pursuing Specialist or Professional Developer credentials	Support identification of potential Specialists and Professional Developers Assist potential Specialists and Professional Developers in completing requirements
Report twice yearly to district cabinet, report includes implementation rates, fidelity status, status of PDers, district goal data, stakeholder feedback	Provide input for cabinet reports	Provide input for cabinet reports	Provide input for cabinet reports	Provide technical assistance in building reports
End of year 2, initiate/continue sustainability plan	Provide input for district sustainability plan	Provide input for district sustainability plan	Provide input for district sustainability plan	Provide technical assistance in building and implementing sustainability plans

Appendix 1: Suggested District Implementation Team (DIT) Members

- ESE Director (recommended as the DIT chair)
- Superintendent's Cabinet Liaison
- Secondary General Education Curriculum Director/ Specialist
- Secondary ESE Curriculum Director/ Specialist
- Professional Development Director/ Specialist
- MTSS Director/ Specialist
- Administrators from schools implementing SIM, both middle school and high school* (at least 1 representative from middle and high)
- School SIM Coordinators
- Instructional Coaches from schools implementing SIM* (at least 1 representative)
- Teachers from schools implementing SIM** (at least 1 representative)
- Area Office Administrators as appropriate
- Discretionary Project Personnel as appropriate (ex. FDLRS)
- Family representation

*should be a member of the School Implementation Team (SIT)
** should be a member of the Instructional Implementation Team (IIT)

Appendix 2: Suggested School Implementation Team (SIT) Members

- SIM Site Coordinator (e.g. Instructional coach, lead teacher or Department Chair, AP)
- School Principal
- Assistant Principal(s) who oversees implementing teachers
- School Instructional Coaches
- Implementing Teacher
- School MTSS Team Member

Appendix 3: Suggested Instructional Implementation Team (IIT) Members

- Assistant Principal(s) who oversees implementing teachers
- School Instructional Coaches
- All implementing teachers from the same PLC, note: recommended 1 team/PLC, so a school may have several IITs
- School MTSS Team Member