

Implementation Team Roles & Responsibilities

District/School:

Team Name:

Team Purpose:

Please note: one individual may hold multiple roles listed on the roster below.

Role & Responsibilities	Estimated Time Commitment	Name & Title of Person(s) in this Role
Implementation Team: Physically present for all team meetings & activities.		
<p>Team Lead/Facilitator Point person who maintains the team’s momentum with regular leadership and management activities. Individual with a working knowledge of the tools and practices of implementation science. Responsibilities include:</p> <ul style="list-style-type: none"> ● Scheduling & hosting regular team meetings ● Checking in on & supporting team members ● Communicating with project sponsors ● Assisting in team meeting design & facilitation ● Guiding the completion of implementation cycles and assisting in data collection ● Documenting decisions by the team ● Communicating with project sponsors <p>For School Site Local implementation Teams:</p> <ul style="list-style-type: none"> ● Due to time commitments and the necessity of moving between classrooms to support implementation work in real time, it is generally recommended that this role should not be filled by a classroom teacher. ● May facilitate more than one Implementation Team, if available to move between sites. However, cannot support more teams than can reasonably visit in person at least once per week. ● Responsible for keeping the Building and District Sponsors updated on progress and challenges 	<p>~2-3 hours per week of team facilitation and management</p>	
<p>Team Members Three to seven individuals closest to the work/purpose that is to be improved, and must include at least one building administrator (this can be the Building Project Sponsor). If the team is at a school site, this includes both teachers and other certified/classified staff who influence student learning. Activities include:</p> <ul style="list-style-type: none"> ● Attend team meetings & huddles ● Engage in implementation cycles around change ideas ● Collect and share data ● Document change ideas to share with others ● Openly advocate for the team and team purpose ● Assist the Team Lead/Facilitator as needed 	<p>~1 hour per week of working with team and independently preparing for & reflecting on implementation cycles</p>	

Role & Responsibilities	Estimated Time Commitment	Name & Title of Person(s) in this Role
Resources to the Team: Larger circle of support, frequently in contact with the team.		
<p>Project Sponsor (Building) School level administrator responsible for championing a school-site implementation project and actively removing barriers to the team’s success. Communicates the importance of the work by:</p> <ul style="list-style-type: none"> • Protecting time for the team by mitigating competing commitments and/or reducing team members’ other responsibilities • Taking a curious stance and regularly inquiring about what the team is learning • Staying informed of the team’s progress through regular meetings or stop-bys 	~1-2 hours per month to be updated on team progress or support team work/activities	
<p>Project Sponsor (District) Senior district-level staff member responsible for championing the project, allocating resources, creating safe and trusting organizational conditions, and actively removing barriers to the local teams’ success. Occasionally serves as thought partner around the continued development of the work. This individual must be well-positioned to inform and influence site-level work. Additionally, this Sponsor also helps ensure continuity between implementation sites as applicable</p>	~1-2 hours per month engaging with Implementation Team representatives as needed.	
<p>Content Expert(s) Knowledgeable about specific subject-matter areas related to the focus of the implementation work. Examples include English Language Learner strategies, culturally-relevant pedagogy, restorative justice, math pedagogy, etc. May be site or centrally-based. Responsibilities include:</p> <ul style="list-style-type: none"> • Actively connecting the Implementation Team to knowledge from research and practice through the provision of resources, coaching, or timely professional learning targeted to change ideas under development or testing. • Review change ideas being tested at sites in order to recognize promising changes emerging at the local level and facilitate their spread across sites. 	~2 hours per month attending meetings and supporting the Team Lead/Facilitator and Project Sponsors	
<p>Data Analyst / Measurement Specialist District- or site-level staff member knowledgeable about measurement, data collection practices, creating data displays, and supporting learning-oriented data conversations. Responsibilities include:</p> <ul style="list-style-type: none"> • Support Implementation Teams to develop practical measures and data collection strategies • Assist in data collection, entry, and analysis for teams • Locate data to create displays that help answer team questions about current and past performance • Create displays that inform ongoing implementation work 	~2 hours per month of communicating with Team Lead/Facilitator and prepping supports and analysis as needed	
<p>Implementation Coach Deep expertise in implementation methodologies. Able to provide professional learning and coaching to site- and district-level staff in implementation. Can be combined with the Content Expert</p>	~2 hours per month attending meetings and supporting the Team Lead/Facilitator and Project Sponsors	

*Adapted from the CORE District’s [Team Roles and Responsibilities Template](#)