

Date: _____ Name: _____ District/School: _____

Leadership Team Profile Survey

INSTRUCTIONS: Reflect on your team functioning as a whole. For each item circle the appropriate number which corresponds best with your view/opinion.

		Almost Never	Sometimes	Often	Frequently	Almost Always
Structure	1. Meeting roles are assigned prior to meetings (facilitator, recorder, and timekeeper).	1	2	3	4	5
	2. Meetings start and end on time, as scheduled.	1	2	3	4	5
	3. All team members attend meetings.	1	2	3	4	5
	4. Agenda is developed and made available prior to meetings.	1	2	3	4	5
	5. Minutes/notes are taken during meetings and distributed to all team members after the meeting.	1	2	3	4	5
Communication	6. All team members engage fully (e.g., verbal input, attention, willingness to complete tasks).	1	2	3	4	5
	7. Discussions stay on track; no sidebar conversations.	1	2	3	4	5
	8. Team members communicate effectively (e.g., speak directly, ask questions, express support, restate ideas).	1	2	3	4	5
	9. Disagreements/conflicts are addressed (e.g., problem solving, respect, listening).	1	2	3	4	5
	10. Members value each other's roles and contributions.	1	2	3	4	5
	11. All viewpoints are shared and given adequate time prior to decision-making (e.g., discussion of options and consequences).	1	2	3	4	5
	12. Decision making is shared with balanced influence of team members (e.g., voting on decisions, discussion of options).	1	2	3	4	5
Focus	13. Meetings have a clear purpose, which is communicated in advance.	1	2	3	4	5
	14. Status of action items from last meeting is reviewed.	1	2	3	4	5
	15. Clear action plans/items (e.g., who will do what by when) are developed.	1	2	3	4	5
	16. Meetings are productive, with continual progress made toward team goals.	1	2	3	4	5
RTI Purpose	17. RTI is a standing agenda item.	1	2	3	4	5
	18. Self-assessment data, fidelity data, and student outcome data are used to identify strengths, needs, and action plans.	1	2	3	4	5
	19. Data are reviewed regarding target schools' implementation of RTI.	1	2	3	4	5
	20. Data drives decision-making (i.e., relevant data is reviewed and discussed; decisions clearly influenced by data).	1	2	3	4	5
	21. Results of data analysis are used to make changes to the district's action/improvement plan.	1	2	3	4	5

What has been **most critical to the success** of your team in working collaboratively to implement RTI in your district?

What has **most impeded** your team in working collaboratively to implement RTI in your district?

Please list any additional comments on your team's process or specific survey items that you would like your team to focus on.

Adapted from: (1) Gaumer Erickson & Noonan (2012). *Team Functioning Scale*. Lawrence, KS: University of Kansas Center for Research on Learning; (2) Montana Behavioral Initiative Team Process Evaluation, Montana Office of Public Instruction - <http://opi.mt.gov/Programs/SchoolPrograms/MBI/>; and (3) Illinois Self-Assessment of Problem Solving Implementation at the District Level (SAPSI-D), 2012-2013, Illinois RTI Network - <http://www.illinoisrti.org/i-rti-network>

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