**Organizational Chart Template—Multi-Classroom Leader Teams**

***A tool for MCLs leading Opportunity Culture Teams***

**School:**

**Year:**

**Introduction**: This template is a **visual snapshot of your MCL team.** This template should be used to:

* Define the overall structure of the MCL team, including teaching roles, subjects, and grade levels.
* Clarify the expectations of the MCL and the team, including team norms and expectations. Page 3 contains a simple template for this; see page 4 for an example.

**Directions:**

* Type the positions on your MCL team into the blue boxes; indicate grade/subject covered, if possible (such as MCL–1st; or Team Reach Teacher, 1st–3rd ELA).
* Type names into the white box beneath each position. Use arrows and notes to show informal relationships, if needed.
* On the following pages, outline your team norms and responsibilities.

**Technical Instructions to Add Roles and Levels Using Smart Art:**

To add new levels or hierarchies in your chart:

1. Click on the title you wish to make changes to (for example, Team Teacher)
2. Go to the top of the Microsoft Word menu bar and click on “Smartart Tools—Design”—this appears *above* the regular tool bar.
3. You can:
   1. Click on “add shape” to create an additional position of the same level (for example, another Team Teacher)
   2. Right-click on the newly added blue box, then click on “Edit Text” to type in the position title
   3. Click on “promote” to move the position up (for example, move the Team Teacher in line with the MCL)
   4. Click on “demote” to move the position down (for example, move the Team Teacher in line with the Reach Associate)

**Team (Indicate Grade and/or Subject)**

**Team Norms and Responsibilities**

**Team Norms:**

**1.**

**2.**

**3.**

**4.**

**5.**

|  |  |
| --- | --- |
| **Team Responsibilities** | |
| **MCL Expectations**  **As the MCL, I commit to…** | **Team Teacher Expectations\***  **As a Teaching Team, we commit to…** |
|  |  |

\*Teams that include team reach teachers or teacher residents may need separate columns delineating expectations specific to their roles.

**Team Norms and Responsibilities—Example**

**Team Norms**

1. Focus on student needs.
2. Start and end on time.
3. Come to all meetings prepared.
4. Participation is a right and a responsibility.
5. Celebrate successes.
6. Trust and support one another; assume positive intentions.

|  |  |
| --- | --- |
| **Team Responsibilities** | |
| **MCL Expectations**  **As the MCL, I commit to…** | **Team Teacher Expectations\***  **As a Teaching Team, we commit to…** |
| * Prioritize student and teacher needs. * Provide timely feedback on teacher practice in ways that align with the content and needs of the individual teacher. * Lead team meetings and use time efficiently, always focusing on student needs and teacher support. * Develop relationships with students so I can provide the most helpful support to my team teachers.   **Weekly activities**   * Observe and have one-on-one debriefs with each team teacher to provide ongoing feedback and problem-solving. * Co-teach or model lessons as needed. * Push in, or pull out students for independent practice or small-group support. | * Prioritize and advocate for our students. * Actively seek feedback and support to improve our teaching. Understand that feedback isn’t criticism, but an opportunity to get better for kids. * Participate in team meetings, value time with colleagues, and focus on student needs. |

\*Teams that include team reach teachers or teacher residents may need separate columns delineating expectations specific to their roles.