# Effective Team

# Collaboration Evaluation Tool

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| Best Practices related Team Improvement Strategies  to Collaboration Assessment | | | | |
| I. Before the IEP Meeting | | | | |
| A. Ensure sufficient amount and quality of planning time. |  |  |  |  |
| B. Bring parents and students into process as early as possible. |  |  |  |  |
| C. Ensure that all participants have the understanding and skills to allow the process to work. |  |  |  |  |
| D. Clarify member roles and understanding of importance. |  |  |  |  |
| E. Arrange meeting schedule and location to promote a positive meeting atmosphere. |  |  |  |  |

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| Best Practices related Team Assessment Improvement Strategies  to Collaboration | | | | |
| II. During IEP Meeting |  |  |  |  |
| A. Focus on student strengths and issues. |  |  |  |  |
| B. Directly link the IEP to the general education classroom. |  |  |  |  |
| C. Demonstrate good listening and two-way communication skills. |  |  |  |  |

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| Best Practices related Team Assessment Improvement Strategies  to Collaboration | | | | |
| III. After the IEP Meeting | | | | |
| A. Ensure that a process is in place so that staff assume designated responsibilities following the IEP meeting. |  |  |  |  |
| B. Make certain that the IEP document is accessible to all appropriate staff. |  |  |  |  |
| C. Ensure consistent monitoring. |  |  |  |  |
| D. Ensure that IEP objectives are reflected in the progress report. |  |  |  |  |
| E. Review the IEP Process. |  |  |  |  |