# Effective Team

# Collaboration Evaluation Tool

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| Best Practices related Team Improvement Strategiesto 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 Strategiesto 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 Strategiesto 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. |  |  |  |  |