

School-Based Intervention Teams:  
*Tools for Effective Team*  
*'Tune-Ups*

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This resource was created by educators participating in the Syracuse (NY) City Schools School-Based Intervention Team (SBIT) Project.

Those wishing for more information about the SBIT Project should contact:

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## *Section VIII: Tools for Intervention Team ‘Tune-Ups’: SBIT Effectiveness Rating Scale, Idea Generator Exercise & Building Team Coordination Plan*

### Purpose & Guidelines for Use:

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Even teams that have been working together for a long time will feel the need to occasionally reflect on their overall effectiveness. Teams may find the following forms useful to identify areas in their functioning that need improvement and to generate possible solutions for these gaps.

**SBIT Effectiveness Rating Scale:** This rating scale looks at ‘critical items’ in team functioning and provides the SBIT Team with invaluable information about areas that the team is doing well in as well as those in which the team is struggling. Teams may choose either (1) to fill out this scale as an entire team and reach consensus on each item, or (2) to have each member fill the scale out independently and then compare surveys. Teams may then want to complete the *SBIT Idea Generator Exercise* below.

**SBIT Idea Generator Exercise:** This form can be used to generate discussion about specific concerns that the Team may have. Teams can then brainstorm possible solutions to these concerns.

**Building Team Coordination Plan:** Within each building there are typically many groups or teams (e.g., multi-disciplinary Special Education Team, Building Leadership Team) that must coordinate with each other to best serve students. Having several teams within a school can generate confusion and at times result in ‘turf’ issues. SBIT Teams may find this Coordination Planning Form useful to identify other teams that operate within a building and to determine ways that these teams can best coordinate their activities with the SBIT Team.

# School-Based Intervention Team (SBIT) Effectiveness Rating Scale

1-Strongly Disagree 2-Disagree 3-Agree 4-Strongly Agree



How Effective is Our Current SBIT Team in...?

## Coordinating Meetings (“How well do we coordinate & schedule?”)

- Reviewing teacher referrals & checking in with teacher as needed.....1 2 3 4
- Scheduling meetings.....1 2 3 4
- Notifying referring teachers and SBIT members about upcoming meetings.....1 2 3 4
- Finding substitutes (if necessary) for team members,referring teachers.....1 2 3 4
- Taking good meeting notes.....1 2 3 4

## Meeting Issues (“How well do we stick to a problem-solving framework and make referring teachers feel welcome & supported?”)

- Having team members follow a ‘problem-solving’ format and avoid digressions.....1 2 3 4
- Creating an atmosphere in which the referring teacher(s) feel welcome & supported.....1 2 3 4

## Interventions (“How well do we prepare for, document, and monitor interventions?”)

- Identifying school-wide resources available for use in team interventions.....1 2 3 4
- Recording interventions thoroughly in clearly outlined steps.....1 2 3 4
- Documenting intervention ‘follow-through’ by teachers.....1 2 3 4

## Communication and the SBIT Team (“How well do we communicate our purpose and role to our audiences?”)

- Publicizing the purpose and role of SBIT to faculty and other staff.....1 2 3 4
- Publicizing the purpose and role of SBIT to parents.....1 2 3 4
- Sharing information about meeting results, interventions with parents.....1 2 3 4

1-Strongly Disagree 2-Disagree 3-Agree 4-Strongly Agree

**SBIT 'Process' Issues ("How well do we share our feelings and attitudes about the SBIT?")**

- Encouraging team members to share honest opinions about SBIT's direction, overall success.....1 2 3 4
- Encouraging team members to identify positive, negative events occurring at meetings.....1 2 3 4
- Reserving sufficient time for team 'debriefings' to communicate about 'process' issues.....1 2 3 4

**Additional Topics...**

- Recruiting future members for the SBIT Team.....1 2 3 4
- Finding ways to save time in the SBIT process.....1 2 3 4
- Coordinating SBIT, Special Education referrals.....1 2 3 4
- Observing appropriate confidentiality with team, teacher, and student information.....1 2 3 4
  
- Other: \_\_\_\_\_ 1 2 3 4
  
- Other: \_\_\_\_\_ 1 2 3 4

# SBIT Idea Generator Exercise



Directions: For each SBIT concern identified by your group, generate a list of possible solutions.

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• Concern: \_\_\_\_\_

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• Possible Solutions: \_\_\_\_\_

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• Concern: \_\_\_\_\_

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• Possible Solutions: \_\_\_\_\_

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## Building Team Coordination Plan

Within each building there are typically many groups or teams that must coordinate with each other to best serve students. What other team(s) now operating in your school will be important to the overall success of your SBIT team? What does your SBIT team need from each group to be successful? (Please be specific.)



**Team**

**What SBIT needs from this team is:**

**Team**

**What SBIT needs from this team is:**

**Team**

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**Team**

**What SBIT needs from this team is:**