

## SAM Team Implementation Rubric

“completed draft” from Work Group 5/7/2021

There are 4 non-negotiables: 1) TimeTrack is the primary calendar. 2) The team schedules at/above goal each day. 3) The team has a SAM Daily Meeting each day. 4) There is a First Responder system in place.

SAM/Principal 3 Key Elements	LEVEL ONE	LEVEL TWO all items in Level 1 are completed, plus...	LEVEL THREE all items in Levels 1 & 2 are completed, plus...	SUMMARY of Elements
<b>TimeTrack (TT)</b>	All personnel and groups entered, with emails  General TT set-up completed  TT owner is scheduled at or above goal, in advance  TT is the primary calendar	Repeating events are identified and entered  Names of teachers/staff and groups are associated with relevant events (tracking time)  Events are reconciled at every DM  Back-up SAM identified  Use of NoteTrack considered  Use of phone app considered	Preparation time and follow up time are scheduled as needed  Back-up SAM trained to use TT  Completed FR list is entered  Optional descriptors are entered, if desired  NoteTrack in use, if desired  Phone app in use, if desired	Fundamental functions of TT are activated, and TT is ready for daily use as the TT owner’s primary calendar. Events are scheduled in advance with appropriate preparation and follow-up time, and events are reconciled at each DM.
<b>First Responders (FR)</b>	Delegated tasks for FR list are identified  Prospective FRs are identified  Prospective FRs are invited to participate	Training of FRs started  Office staff training started  Communications Protocol training scheduled (if desired)	Training of FRs completed  Office staff training completed  FR list and information about FRs has been disseminated to all stakeholders  Communications Protocol training completed (if desired)	FR tasks are identified; FRs are identified and trained; information about FRs (purpose, names, areas of responsibility, how to use a FR) is disseminated to all stakeholders.
<b>Daily Meeting (DM)</b>	DM scheduled and occurs most days, often with Specialist support  DMs follow the Seven Elements of the SAM Daily Meeting  The SAM team schedules both instructional and management events.  SAM Team plans, schedules in the green for the next work day and reconciles TT since the last DM	DM scheduled and occurs most days with less active Specialist support  DM usually completed in 30 minutes or less  Possible optional descriptors considered  Begins scheduling of preparation time and follow-up time  SAM team regularly uses TT data to reflect upon TT owner’s use of time  SAM poses reflective questions based on TT data to assess the TT owner’s impact on instructional goals for individual teachers	DM scheduled and occurs most days  DM usually completed in 20 minutes or less  Optional descriptors entered into events as desired  Regularly schedules preparation time and follow-up time  SAM team regularly uses TT data to assist the TT owner in instructional and management planning  SAM poses reflective questions based on TT data to assess the TT owner’s impact on instructional goals for groups/grade levels	DMs occur on most days and include the Seven Elements of a SAM Daily Meeting.