

Developing a Working Team

... the year's success depends largely on the working team's effectiveness. Taking the time and effort to build the team is well worth it.

Successful teams

- (1) share common goals,
- (2) believe in the benefits of working as a team rather than as an individual
- (3) have identified roles.

- Picket, A.L & Gerlach, K., 1997. *Supervising Para Educators in School Settings*. 5th ed. Austin, TX. ProEd

The Team as the Working Unit:

- Team members need to feel that they contribute to team goals
- Team members need to feel their contribution is appreciated
- Team members must be committed to the team as a unit
- Team members develop shared channels of communication
- Communication among team members is open and regular
- Common language among team members reflects involvement in the team (i.e., "we" instead of "I")
- The team works efficiently and respects the time of team members
- The team creates rules and procedures to be followed by all members (meetings, communications, schedules, etc.)
- Team members enjoy each other and are motivated by being involved with the team

Sharing Common Goals and Objectives

- All members understand the goals of the team and are focused on achieving them
- Team members work to solve problems together
- Team members support each other in tasks and in spirit
- Team members provide feedback to each other

Recognizing Team Roles

- Team members' roles are clarified and discussed
- Team members work to increase the skills of all members
- Team members acknowledge the leader's role in the team's functions
- Team leader shares achievements of the team with all members

Source: *The Virginia Paraprofessional Guide to Supervision and Collaboration with Paraprofessionals: A Partnership*. Found online at:

www.doe.virginia.gov/VDOE/newvdoe/paraprofessional-manual.pdf