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Commissioner

## **NYSED JOINT INTERVENTION TEAM (JIT) REVIEW PROCESS**

### **(A-4) JIT REVIEW PROCESS, ROLES, AND RESPONSIBILITIES**

#### **JOINT INTERVENTION TEAM (JIT)**

##### **Function and Membership:**

Newly identified Restructuring (year 1) schools, schools in Restructuring Advanced (Year 3+) and Persistently Lowest-Achieving (PLA) schools will be subject to a review by a Joint Intervention Team (JIT), comprised of a senior State Education Department (SED) representative and a district representative. The Joint Intervention Team will:

- assess the school’s educational program, using multiple measures of current and trend quantitative performance and progress data and rigorous qualitative information; and
- make recommendations that will inform the development (or modification) of a school restructuring plan, or in the case of a PLA school, help inform the district in their selection of one of the four intervention models described in the federal School Improvement Grant (SIG) requirements and the State’s Race to the Top application.

#### **REVIEW TEAM**

##### **Function:**

The JIT will perform on-site diagnostic school visits and assist in carrying out required interventions. Findings from the on-site diagnostic school visit will inform the JIT recommendations.

##### **Membership:**

Outside Educational Experts (OEEs), experienced in turning around low-performing schools, will be engaged by the JIT to perform on-site diagnostic school visits, in conjunction with district staff, and assist in carrying out required interventions. OEE candidates, jointly agreed upon by the district and SED, may include retired educational leaders, including former superintendents and principals.

<b>Team Members:</b>	<b>Role and Responsibilities</b>
Outside Educational Expert	Review Team Lead: Employed by the district and acting on behalf of the JIT, the OEE serves as the overall Review Team Lead and works in concert with the district Review Team representative, SED Review Team representative, and other members of the Review Team to conduct the on-site diagnostic school visit and perform related activities before/during/after the review.
District Review Team Representative	Review Team Member
SED Review Team Representative	Review Team Member
Content Area/Subgroup Specialist(s)	Review Team Member

#### **JIT PROCESS SCHEDULE**

##### **Preparation**

- Ten days before the on-site diagnostic school visit, the school principal notifies the school staff and parents, makes logistical arrangements for the Review Team, and submits the following documents to the district:
  - o Bell schedule
  - o Organization sheet
  - o Master schedule/program/class schedule
- The district prepares a data binder for the school, and provides to Review Team members two weeks in advance of the on-site diagnostic school visit.
- The OEE and district representative meet by phone with the school principal three days before the school visit to confirm visit schedule and logistical arrangements (i.e., pre-arranged meetings, private space, and availability of school lunch for purchase by team members).

### **Pre-Visit Meeting**

Review Team (OEE, district representative, SED representative, and additional content area/subgroup specialist(s), if applicable) meets to: introduce team members and review roles and responsibilities; review school visit protocols; review school data; finalize school visit schedule; and confirm logistical arrangements.

### **First Day of School Review**

Review Team's first day of the two-day on-site diagnostic school visit includes:

- o Classroom observations
- o Review of relevant documents
- o Interviews with school administration, staff, and parents
- o Review team's development of collective perspective of findings.

### **Second Day of School Review**

Review Team's second day of the two-day on-site diagnostic school visit includes:

- o Classroom observations
- o Review of relevant documents
- o Interviews with school administration, staff, and parents
- o Review team's development of collective perspective of findings.

### **Consensus Meeting**

Review Team meets to review findings and come to consensus regarding recommendations of the JIT to the Superintendent.

### **JIT Debriefing Meeting**

Review Team presents findings and draft recommendations to the school superintendent by:

- Providing evidence to support findings and draft recommendations, and
- Answering questions posed by JIT.

### **Follow-up Activities**

- The draft (preliminary) Joint Intervention Team Report will be completed by the OEE on behalf of the Joint Intervention Team, based on the information presented to and approved by the Joint Intervention Team (JIT).
- The finalized official report, with findings and advisory recommendations, will be sent by the Commissioner to the school superintendent for consideration and appropriate follow up action.