

Implementation Support Team Leader Role and Responsibilities

This resource outlines the role and responsibilities for the Implementation Support Team Leader. It can be used to support leader selection and management.

The Implementation Support Team Leader is charged with leading the implementation work for the system and will ultimately be responsible for the overall success of implementation. While the Implementation Support Team Leader manages the process, this person does not have to be the decision maker for all choices regarding the materials.

In most systems, the best person to serve as the Implementation Support Team Leader will be the senior instructional leader within the school system for the appropriate content area. In some cases, the system leader may be the right person, but in some cases, there may be someone else in the academic team that makes sense.

Responsibilities

Project Planning and Management

- Identify leaders for each of the primary workstreams
- Create structures to hold workstream owners accountable
- Monitor progress to implementation goals

Coordination

- Lead weekly project team coordination meetings
- Build in systems and routines for continuous improvement and learning throughout the process
- Host quarterly stepback meetings with key stakeholders to brief on progress, challenges, and plans for support

Communication

- Support creation of communications plans and identification of key messages for each stakeholder group
- Invest others in the new materials
- Serve as the spokesperson for the work to the system leadership team and other stakeholders

Criteria to Consider

- Has strong instructional background, preferably in the curriculum content area
- Builds a culture of continuous improvement, learning, and collaboration on projects

- Considers needs of all stakeholders, including community and parents, and how to incorporate their voices to build investment in the change
- Has successful experience managing large, complex projects
- Works across many schools or has line of sight into system level and school level work and experience using this information to monitor and improve work/support
- Able to navigate decisions and processes across different parts of the system, including assessment, grading, pacing, scheduling, coaching, planning support, and training

The Implementation Support Team Leader may find that they need help from someone to coordinate the next steps of the process, take notes, and support logistics - naming that person early and keeping some consistency can also help.