



# **GACE® Teacher Leadership Assessment**

## **Task Requirements**

### **Task 5: Collaboration with Families and the Community**

**In this task, you will be focusing on a situation in which you concentrated on improving colleagues' collaboration and interaction in their work with families and the community.**

### **Standards Measured in This Task**

This task addresses the following Georgia Teacher Leadership Standards.

- Standard 1
- Standard 2
- Standard 6
- Standard 7



## What Do You Have to Do for This Task?

**For this task, you must submit the following evidence.**

1. Written Commentary of a maximum of **15,000 characters** (equivalent to **five pages** typed) that
  - responds to all guiding prompts;
  - references your artifacts to support your written evidence; and
  - describes, analyzes, and reflects on the evidence

Select a situation different from those selected in any other task.

**You may use work from the previous two years.**

2. Two different artifacts (maximum of five pages), including

Required Artifacts	Maximum Number of Pages	Textbox Location
Needs assessment <ul style="list-style-type: none"><li>• Include a representative sample of questions asked with responses and/or aggregated data summarizing the responses.</li></ul>	2	5.1.1
Written feedback received from colleagues and stakeholders who were involved with this task <ul style="list-style-type: none"><li>• Feedback should include specific examples of how your work with colleagues improved the quality of their collaboration and interactions with families and the community.</li><li>• Of the persons selected, one must be a colleague involved in the plan and one must be someone in a supervisory or leadership role in your setting who may or may not have been involved in the plan.</li></ul>	3	5.3.2



**How to Submit Your Evidence** (Refer to the *Submission System User Guide* for details.)

- Upload your artifacts into your Library of Artifacts.
- **Refer to the artifacts in your Written Commentary.**
- Link the artifacts to your Written Commentary within the specified textbox.

### **How to Compose Your Written Commentary**

This task has three steps, each with guiding prompts to help you provide evidence that supports the rubric. Your response needs to address **all parts** of each of the guiding prompts.

- Step 1: The Needs Assessment
- Step 2: Development and Implementation of the Plan
- Step 3: Overall Analysis and Reflection

**Please read the entire task before responding to any guiding prompts.** Use the textboxes located under the guiding prompts to compose your responses and to link your artifacts.



## Identification of Colleagues

The information you provide in this textbox regarding the colleagues and the reasons you chose them will help provide perspective to the raters who will be scoring your submission.

**This part of your submission will not be evaluated.**

Your response must be limited to **1,500 characters** (equivalent to **one-half page** typed). No artifacts can be attached to this textbox.

- a. Select a group of colleagues (two or more) with whom you will work to improve their collaboration skills in interacting with families and the community. Briefly describe your colleagues and tell why you selected them.

**Type your response in the textbox below.**



## Step 1: The Needs Assessment

This step allows you to demonstrate your ability to identify opportunities to improve your colleagues' collaboration, communication and understanding of family and community culture. This step also allows you to demonstrate your ability to facilitate your colleagues' efforts in the process of identifying a need that will improve the educational system.

### Activity

As a teacher leader, you will

- facilitate the development and completion of a needs assessment with your colleagues;
- identify a target area of need that will improve the educational system and student learning opportunities; and
- explain how the development process helped you identify opportunities to improve your colleagues' ability to collaborate with families and the community.



## Textbox 5.1.1: Developing the Needs Assessment with Your Colleagues

### Guiding Prompts

- a. How did you facilitate the development and completion of a family and community needs assessment with your colleagues? (The needs assessment for this task may be based on something your district already uses, but the majority of the form should be original, reflecting the input of your colleagues.)
- b. What were the results of the needs assessment? What is the target area of need identified for this collaboration? What relevant aspect of the educational system will be improved, and how will student learning opportunities be affected?
- c. How did the collaborative development of the needs assessment help you in identifying opportunities to improve colleagues' collaboration, communication, and understanding of family and community culture and diversity, in order to improve student learning?

Provide examples, including references to the appropriate artifact, to support your written commentary.

Required artifact for this textbox:

- Needs assessment (**maximum of two pages**)
  - Include a representative sample of questions asked, with responses and/or aggregated data summarizing responses

**Type your response in the textbox below.**



## Step 2: Development and Implementation of the Plan

This step allows you to demonstrate your facilitation skills in applying adult-learning strategies and your ability to describe how the group considered the various backgrounds, ethnicities, and cultures within the school and community while developing and implementing a plan of action.

### Activity

As a teacher leader, you will

- describe the plan of action that your group developed based on your targeted area of need;
- identify the following factors and explain how they influenced the development and implementation of the plan:
  - various backgrounds, ethnicities, and cultures within the school
  - various backgrounds, ethnicities, and cultures within the community
- facilitate the development and implementation of the plan; and
- analyze the specific adult-learning strategies that you used with your colleagues while you developed and implemented the plan.

## Textbox 5.2.1: Facilitating the Development and Implementation with Colleagues

### Guiding Prompts

- a. Briefly describe the plan of action that your group developed based on your targeted area of need.
- b. How did the knowledge of various backgrounds, ethnicities, and cultures within the school and community influence your group's planning and implementation?
- c. Describe and analyze your role in facilitating the development and implementation of the plan. In your analysis, include a discussion of the specific adult-learning strategies you used with your colleagues.

Provide examples to support your written commentary.

**Type your response in the textbox below.**



## Step 3: Overall Analysis and Reflection

This step allows you to demonstrate your ability to analyze and reflect on your efforts to improve your colleagues' ability to collaborate and communicate with families and the community.

### Activity

As a teacher leader, you will

- analyze the successes and challenges you encountered with your colleagues while planning;
- analyze the successes and challenges you encountered with your colleagues during the implementation;
- analyze how the process of planning and implementing improved your colleagues' understanding of collaboration and communication strategies for families and the community;
- analyze how the process of planning and implementing improved your colleagues' understanding of the needs of the educational system and the students; and
- use feedback and your analysis to reflect on how the planning and implementation process will affect future facilitation of colleagues when they collaborate with families and the community to improve the educational system and student learning.

## Textbox 5.3.1 Successes and Challenges with Colleagues

### Guiding Prompts

- a. Analyze the successes and challenges you encountered with your colleagues during the planning and implementation process.
- b. How did the process improve your colleagues' understanding of the needs of the educational system and students as well as the strategies for collaboration and communication with families and the community?

Provide examples to support your written commentary.

**Type your response in the textbox below.**





## Textbox 5.3.2 Feedback and Reflection

### Guiding Prompts

- a. What feedback did you receive from colleagues during and following this process?
- b. How will that feedback and your own analysis of the process affect your future facilitation of colleagues' collaboration with families and the community to improve the educational system and student learning?

Provide examples, including references to the appropriate artifact, to support your written commentary.

Required artifact for this textbox:

- Written feedback received from colleagues and stakeholders who were involved with this task (**maximum of three pages**)
  - Feedback should include specific examples of how your work with colleagues improved the quality of their collaboration and interactions with families and the community
  - Of the persons selected, one must be a colleague involved in the plan and one must be someone in a supervisory or leadership role in your setting who may or may not have been involved in the plan

**Type your response in the textbox below.**

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