TEACHER & PARAEDUCATOR COLLABORATION AGREEMENTS

A Strategic Reference Guide for Effective Teamwork

I. OPERATIONAL STRUCTURE & SESSION NORMS

- **Need for Structure:** Every collaborative session requires an explicit agenda, a designated meeting leader, and a dedicated timekeeper. This is a disciplined time to solve problems, not admire them.
- **Advance Input:** Be sure to allow the opportunity for paras to add agenda items in advance to ensure all relevant classroom issues are cataloged.
- **Equitable Voice:** Allow for everyone to share during the meeting; otherwise, the loudest voice will get the mic.

II. INTENTIONAL ALIGNMENT & ACTIVE REDIRECTION

- **The Anchor:** Always start with why. Welcome innovative thinking, but keep an eye on the compass to maintain focus on core objectives.
- **Active Redirection:** If someone gives you the *what* (tactical details), circle them back to *why* first using purposeful inquiry:

  > *"So tell me more..." or "Help me understand..."*

- **Comprehension over Defense:** Seek to hear, not to be heard. Actively validate perspectives by using clarifying prompts:

  > *"So what I hear you saying..."*

- **Conflict Protocol:** If disagreement is seen, immediately pause tactical debates and start back at why to recalibrate on shared foundational goals.

III. VETTING INNOVATION WITH HUMILITY & CURIOSITY

- When introducing innovative thinking, lead with humility and curiosity by systematically evaluating new ideas against three core inquiries:
  - **What problems would this create?**
  - **What benefits would this bring?**
  - **How could we build on...?**