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Please enjoy this complimentary excerpt from *The PLC+ Activator's Guide* by Dave Nagel, John Almarode, Douglas Fisher, Nancy Frey, and Karen Flories. This resource outlines important roles in your PLC+ and key qualities for success.

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**TABLE 3.1**

**IMPORTANT ROLES IN YOUR PLC+ AND KEY QUALITIES FOR SUCCESS**

ROLE	DESCRIPTION	QUALITIES RECOMMENDED
<b>Team Activator</b>	<ul style="list-style-type: none"> <li>Keeps team focused on the foundational pieces of the PLC+ process and consistently moves the learning of the group forward</li> </ul>	<ul style="list-style-type: none"> <li>Strong collaborator</li> <li>Trusted and respected by team members</li> <li>Has knowledge of effective, research-based instructional practices</li> </ul>
<b>Engaged Participant(s)</b>	<p>This role applies to <i>everyone</i> on the team. Meeting success is based much more on the informed participation and input of PLC+ team members than on one person in authority, an expert, or an appointed leader (Garmston, 2012, p. 28).</p> <ul style="list-style-type: none"> <li>Comes prepared and on time to meetings</li> <li>Knows his or her strengths and weaknesses as a contributor and activator</li> <li>Stays focused on the meeting's specific tasks and on the PLC+'s overarching purposes</li> <li>Listens and responds carefully to others</li> <li>Contributes respectfully and with the motive of moving the team forward</li> </ul>	<ul style="list-style-type: none"> <li>Able to focus attention on the immediate agenda, topics, challenges, and opportunities and eliminate unnecessary distractions for the time being</li> </ul>
<b>Note-Taker</b>	<ul style="list-style-type: none"> <li>Keeps a record of the important information generated by the PLC+ meetings</li> <li>Coordinates communication of minutes to all stakeholders within agreed upon and realistic time frame</li> <li>Sends agenda and any pertinent information to stakeholders to read or understand prior to the meeting</li> </ul>	<ul style="list-style-type: none"> <li>Organized summarizer</li> <li>Meets deadlines</li> <li>Effective writer and communicator</li> </ul>

(Continued)

**TABLE 3.1** (Continued)

ROLE	DESCRIPTION	QUALITIES RECOMMENDED
<b>Data Technician</b>	<ul style="list-style-type: none"> <li>• Activates the charting of data and other evidence</li> <li>• Compiles data from members of PLC+ team into a usable format prior to meetings</li> <li>• Creates and develops charts, graphs, spreadsheets, and other representations of data and evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Organized</li> <li>• Enjoys working with data</li> <li>• Effective at Excel or other data software</li> <li>• Able to condense student evidence and data into usable charts and graphs</li> </ul>
<b>Instructional Researcher</b>	<ul style="list-style-type: none"> <li>• Researches effective research-based instructional strategies</li> <li>• Provides deeper insights into how strategies can be used and implemented as possible solutions to address students' identified needs related to guiding question #2 of the PLC+ framework</li> </ul>	<ul style="list-style-type: none"> <li>• Can be multiple individuals within the PLC+</li> <li>• Knowledgeable of educational research and effective instructional practice</li> <li>• Desires to seek out new strategies to support both adult and student learning needs</li> </ul>
<b>Timekeeper</b>	<ul style="list-style-type: none"> <li>• Helps PLC+ team stay on track with time frames agreed upon for agenda items, guiding questions, and discussion or decision points</li> <li>• Makes sure to utilize an external timer and to set it with an audible alarm to keep agenda moving and ensure team focus does not get unnecessarily off track</li> <li>• However, recognizes when to let the time expire and not stop the productive dialogue that may be occurring at that moment</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to keep team focused on time commitments</li> <li>• Able to decide when to interject—e.g., when time commitments must be adhered to in order to allow the team to stay on track with time constraints—and when to allow more time than initially planned</li> </ul>
<b>Data Wall Curator</b>	<ul style="list-style-type: none"> <li>• These members maintain team data displays to communicate the effectiveness of strategies being implemented aligned with evidence of the impact of these strategies in helping to accelerate student learning</li> <li>• Can coalesce data and evidence into usable charts and graphs for both the PLC+ team and other school stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Creative in nature</li> <li>• Willing to devote time to developing displays of student data and evidence for both internal PLC+ use and public (schoolwide) use</li> </ul>



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