4. TEAMWORK & COLLABORATION

Build collaborative relationships, work effectively within a team structure, and negotiate and manage conflict.

Idaho State Board of Education

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
4.1 Build collaborative relationships	*With guidance,* I can work with my team to say what we are going to do and when we are going to do it.	I can **learn about what my teammates like to do and share what I like to do.** With guidance, I can work with my team **to create a goal for our project.** With guidance, I can **help create and implement a step-by-step plan for our project or task.**	I can learn about **my teammates' strengths and share my strengths.** I can work with my team to create **a specific goal or purpose statement and success criteria.** I can work with my team to develop and implement a detailed project plan **that includes milestones and due dates.** I can **check in to see how my teammates are doing as we are working and offer encouragement as needed.**	I can learn about the **strengths, perspectives, and capabilities** of my teammates and share my own. I can work with my team to create a specific goal or purpose statement, and **ensure we have a clear and shared understanding of** success criteria. I can collaboratively develop and implement a detailed project plan that includes milestones, due dates, **and key tasks.** I can **regularly and responsively** check in to see how my teammates are doing as we are working and offer encouragement as needed.	I can learn about **and find ways to acknowledge and/or celebrate** the strengths, perspectives, and capabilities of my teammates and share my own. With teammates, I can **establish** a clear, shared understanding of the **purpose, goals, and success criteria** for a task or project. I can collaboratively develop and implement a detailed project plan that includes milestones, due dates, key tasks, **and a process for monitoring progress.** I can regularly and responsively check in to see how my teammates are doing as we are working and offer **actionable support** and encouragement as needed.	I can learn about and find ways to acknowledge and/or celebrate the **diverse** strengths, perspectives, and capabilities of my teammates and share my own, **and collaborate in allocating tasks.** With teammates, I can establish a shared understanding of purpose, goals, and success criteria for a task or project, **as well as to anticipate and develop strategies for potential issues or challenges** (e.g., limited resources, interpersonal or cultural "misses," decision-making protocols). I can collaboratively develop and implement a detailed project plan, **leveraging relevant tools or technologies to support key project management functions, as well as agreed-upon processes for monitoring our progress individually and collectively.** I can regularly and responsively check in to see how my teammates are doing as we are working and offer encouragement **or help facilitate support** as needed.
4.2 Contribute to team roles and responsibilities	I can explain my role on my team and how I will help my team complete its work. With guidance, I can create a plan to complete my tasks. I can ask for help when I need it.	I can explain my role on my team **and how that role is important to the team meeting its goals.** With guidance, I can create a plan to complete my tasks **on time.** I can ask for help when I need it.	I can explain my role **and responsibilities** and how that they are important to the team meeting its goals. I can create a plan to complete my tasks on time. **If I need help,** I can **seek it out in advance** so that I finish my work on time.	I can explain my role and responsibilities and **how those of each teammate** are important to the team meeting its goals. **I can work with my team to establish a way that we will share our work during the work process.** I can create a plan to complete my tasks on time **and elicit feedback from my team about that plan.** **If I encounter problems,** I can **come up with an alternative plan that will help me** finish my work on time.	I can explain how my role and responsibilities **support, interact with, and depend on** those of my teammates and help the team meets its goals. I can work with my team **to select and use relevant tools to support key project management functions** (e.g., notifications, gantt charts, role assignments, time allocations). I can create a plan to **fulfill my responsibilities that is aligned to the team's plan.** I can **make adjustments** to my plan as needed to **make sure my work is completed and integrated into the work of my teammates.**	Using my understanding of my role, responsibilities, and the team's goals, **I can create a detailed, feasible plan for fulfilling my responsibilities that is appropriately timed to the workflow of my team.** I can work with the team **to consistently and effectively implement norms, routines,** tools or processes to **help optimize our workflow and our collaboration.** I can **adjust** my plan or **modify my responsibilities as the team's work progresses, in response to the work and feedback of my team.** **I can anticipate areas where my role or responsibilities intersect with a teammate and clarify responsibilities or plan collaboration in advance.**
4.3 Navigate interpersonal conflict	If I notice a problem, I can think about a way to solve it. If I can't solve a problem, I can ask my teacher for help.	If I notice a problem, I can **try to figure out the cause of the problem.** **With teammates, I can discuss the problem and we can try the solution.** If **my team** can't solve a problem **together**, I can ask my teacher for help.	I can notice when **an interpersonal problem/issue has emerged while working in a group setting**, and I can **engage my teammates in addressing it.** **I can work with others to identify possible causes of the challenge.** With guidance, I can help brainstorm ideas for addressing the challenge and take active steps to address the challenge.	I can notice when an interpersonal problem/issue has emerged in a collaborative setting, and I can **promptly surface the issue while using positive language.** I can work with others to **analyze the context of the problem/issue**, and to identify possible causes **or contributing factors.** **I can pause to reflect on any role I may have played in its development.** I can **work with others** to brainstorm, **select, and implement one or more ideas** for addressing the challenge **in a positive and constructive way.**	I can **anticipate** and/or notice when an interpersonal problem/issue has emerged while working in a collaborative setting, and I can promptly surface the issue, **using strategies to maximize receptivity of the group** (e.g., positive framing, "I" statements, avoid blame/shame, open body language, active listening). I can work with others to analyze the context, causes, and contributing factors of the problem/issue, **as well as its impact on people, process, or outcomes.** I can **use personal reflection, analysis, and/or input from others to identify** any role I may have played in its development **and/or what specific role that I could play in its resolution** (e.g., integrate feedback, adjust process or roles, account for and repair harm, mediate a conversation). I can work with others **to choose** and implement a plan for addressing the challenge in a positive and constructive way, **and for anticipating and overcoming obstacles that emerge.**	I can anticipate and/or notice when a challenge or concern has emerged while working in a group or team setting, and I can promptly surface the issue, using strategies to maximize receptivity **that are responsive to relational and/or cultural dynamics.** I can work with others **to apply relevant tools or frameworks to analyze** the context, causes, and contributing factors of the problem/issue at the interpersonal, **cultural, and/or institutional level,** as well as its impact on people, process or outcomes. I can use personal reflection, analysis, and/or input from others to identify any role I may have played in its development and/or what specific role that I could play in its resolution. I can work with others to choose and implement a plan for addressing the challenge in a positive and constructive way, for anticipating and overcoming obstacles that emerge, **and for reflecting on both process and outcomes.**