

Case Management: 10 Steps to Success

1. Time (20-30 minutes) for case management meetings is scheduled every Monday afternoon 3.30pm – 4.30pm so that all teachers have a dedicated time during which they can bring students forward.
2. The chair is either the Principal (who always attends) or a member of the Leadership Team.
3. Attendance at the case management meeting is booked through the Admin Assistant and confirmed on the Monday prior to the scheduled meeting.
4. Time on task is critical. A template is followed to lend reassurance to the factual and objective nature of the ensuing conversation.
5. The classroom teacher presents student work as data and evidence of the help being sought.
6. All voices around the table are heard.
7. A clear and specific recommendation is decided on and recorded. The classroom teacher agrees to practice deliberately the chosen strategy in his or her classroom for at least three to six weeks and with continued support of colleagues present on a “reach out/go to” basis until the next meeting.
8. The next meeting of the group is scheduled after 3 weeks.
9. The classroom teacher reports back on the success or failure of the recommendation, with the student’s work as evidence at the next meeting.
10. Another cycle begins, and the school team stays the course in this explicit focus on providing a supportive forum in which classroom teachers, one at a time, can present their instructional concerns.

(Adapted from Sharratt & Fullan, 2012)