

Teacher Teams Roles and Responsibilities

Teacher Team Roles and Responsibilities			
Role:	Responsibilities:	Examples of Actions:	Assigned to:

Roles and Responsibilities - Example

Teacher Team Roles and Responsibilities			
Role:	Responsibilities:	Examples of Actions:	Assigned To:
Facilitator	With input from the team, sets the agenda and prepares materials for the team meeting (Note: This can be a different member of the team at each meeting or an established position).	<ul style="list-style-type: none"> • Collects agenda items from team members. • Runs all/part of meeting. • Circulates any pre-work/information to team members prior to the team meeting. 	Ms. Jenkins
Recorder	Documents agenda items and all agreed-upon outcomes of the meeting. The recorder asks for clarifications and summarizes the group discussion to ensure accurate reporting. Recorder shares outcomes with team members and administration.	<ul style="list-style-type: none"> • Circulates agenda, outcomes, and next steps to team and other appropriate staff after each meeting. 	Mr. Jervis
Timekeeper	Monitors time spent on each item according to how much time the team originally allocated for it. The timekeeper signals the group shortly before the time is up to allow the group to wrap up the discussion.	<ul style="list-style-type: none"> • Periodically alerts the group to remaining time during discussions. 	Ms. Stevens