

TEAM JOBS AND RESPONSIBILITIES

<u>JOBS</u>	<u>NAMES & PHONE/EMAIL</u>
<p>♥ FACILITATOR</p> <p>Gets the conversation started. Makes sure everyone understands the task. <i>“Who knows how to start?” “Does everyone get what we are to do?” “Are we ready to go on?”</i></p> <ul style="list-style-type: none"> • Checks with absent teammates to make sure they have all assignments and have make up work • Writes absent members names on all handouts and keeps in file • Passes out all file papers to team 	
<p>♣ RECORDER/REPORTER</p> <p>Gives update statements on team’s progress. Organizes & introduces the report. <i>“We need to keep moving so we can. . .” “Did everyone get that information?”</i></p> <ul style="list-style-type: none"> • Records all points in team folder • Takes notes during discussions • Organizes assignment if only one paper is to be turned in 	
<p>◆ RESOURCE MONITOR</p> <p>Collects materials and resources the team needs. Calls the teacher if there is a team question. Organizes clean up. <i>“Do we all have the same question?” “We need to clean up. Can you. . . while I. . .?”</i></p> <ul style="list-style-type: none"> • Picks up team folder at start of class • Returns team folder at end of class • Contacts Teacher if necessary • Checks clock and tells team how much time is left for assignment 	
<p>♠ TEAM CAPTAIN</p> <p>Enforces use of norms and encourages participation. Find compromises. Substitutes for absent jobs. <i>“Remember, no talking outside our team.” “We need to work on listening to each other.” “Let’s find a way to work this out.”</i></p> <ul style="list-style-type: none"> • Keeps everyone on task • Makes sure everyone is participating • Makes sure weekly point bonus on room chart matches folder point total 	

Norms:

- Listen respectfully to each person in your group.
- Ask questions to understand the thinking of each person.
- Do not talk with persons in other groups.

Here is a list of skills that will help make your team successful

Check for understanding Encourage Share information

TEAM JOBS AND RESPONSIBILITIES

Check for agreement

Stay on-task

Use names

Get group back to work

Encourage others to talk

Paraphrase

Acknowledge contributions

Seek information & opinions

Use eye contact

Follow directions

Express appreciation

Disagree in an agreeable way

Share feelings & reduce
tension