

Team Roles & Job Descriptions

PLC teams develop and designate the roles of their choosing as would be appropriate to the number of people on the team, their grade level and/or subject area. Following are a few suggestions for possibilities:

Facilitator

- Polls members for agenda items via email
- Types up agenda and makes copies for meeting
- Gets the agenda to the Resource person so they can prepare materials for the meeting if necessary.
- Makes sure that everyone's ideas are heard and respected.

Recorder

- Keeps accurate notes of what everyone in the group says and agrees to.
- Maintains copies in Team Binder

Resources

- Ensures that the group has the resources it needs to complete the agenda.
- Determines what resources the group needs to complete long term projects.

Follow-up

- Makes contact with outside persons involved in a topic.
- Makes parent phone calls if appropriate.
- Asks questions of outside persons to get information for the team.

Communications

- Helps develop outside communications such as newsletters, postcards home, flyers, etc.

Time Keeper

- Break down the group's agenda and determine how much time is needed for each part.
- Keeps track of the time and moves things along if necessary.
- Reminds team members when time is running out.