

Team Roles And Responsibilities

Students with severe multiple disabilities often have very large teams to support their needs. It is important to clarify each team member's role and duties particularly when any new people are introduced to the team (e.g., classroom teacher, etc.). Frustrations can occur when individuals have different expectations regarding responsibilities for themselves or other team members. Everyone on the team is vitally important and needs to be involved in the student's education. The following are some guidelines regarding team roles and responsibilities which many teams find helpful. Each team will be unique in the way they function.

Family - follows through on goals in daily home life; communicates their needs to school; identifies what it is they wish to occur in IEP meetings; keeps open lines of communication via communication book on a regular basis.

"At Home" Family Support Worker - supports and assists family to accomplish the above; communicates with school in order to follow through on goals from school and honours the communication protocol established by the team.

Regular classroom Teacher- ensures appropriate educational programs for all children in the class; provides the resource teacher with upcoming classroom themes and activities; meets regularly to help program plan with the assistant; models interactions with the student for all other classmates.

Teaching Assistant - follows through on strategies and programs as developed by the team; provides input in planning meetings for upcoming parallel activities; helps prepare materials or adaptations for upcoming activities; promotes good communications between family and school; facilitates peer interactions as directed by the teacher.

Principal - ensures that the needs of the student, classmates, teacher and assistants are met the best that they can be; supports meeting time for planning; promotes a philosophy of integration and cooperation throughout the school.

Therapists - interact with the student within and outside the classroom to facilitate program development and learning; look for opportunities to work therapy objectives into natural classroom activities by joining planning meetings and/or observing regular classroom activities; provide home visits as needed

School Resource teacher - supports the student's team in developing an appropriate educational program and monitoring it; provides activities for the

teaching assistant to accomplish with the student; keeps the lines of communication open between all team members; meets regularly with teaching assistant, classroom teacher and other available district support staff to plan an inclusive multidisciplinary curriculum for the student; as case manager, lets all team members know about any changes regarding the student and informing all individuals of meetings.

Who's Who

for

Date _____

Parents	
Foster Parents	
Ministry for Children and Family- Community Living Social Worker	
Family Doctor / Pediatrician	
Specialists (Surgeons, Clinics)	
Private Therapists	
Public Health Nurse	
School Physiotherapist	
School Occupational Therapist	
School Speech and Language Therapist	
Teacher of Students with Visual Impairments	
Teacher of Students who are Deaf or Hearing Impaired	
Case Manager	
Teacher Assistant(s)	
Classroom Teacher	
Others:	

School Team

Whose Job Is It?

Worksheet

1. This is a great activity to use with your school team. While there are not necessarily correct or incorrect answers, this activity can help to clarify peoples' roles and responsibilities.

2. The school team including the classroom teacher(s), teacher assistant(s) and Case Manager/Resource Teacher and sometimes the school administrator should meet to talk about their various roles.

**(Refer to the School Team -Whose Job is It? Worksheet in this section for the team to use.)*

Of course, this is a non-exhaustive list ... there is much more to a day, week, month, or year in the life of the teacher, assistant and case manager. Nonetheless, the list does represent some of the more obvious jobs to be done and there is also space provided to add additional jobs if the team wishes to do so.

3. At the meeting, individuals are asked to complete the Worksheet – indicating whom they think has responsibility for each task. Sometimes it may seem that more than one person has responsibility for a task so both can be checked off.

4. Following the completion of the worksheet, the school team can discuss their responses. Topics may include **which tasks and responsibilities are in need of clarification**, or are there **situations where the job seems to belong to two people or three people and who specifically does what**? If several people are involved, **who actually oversees** this job?

Finally, were there any surprises?

5. Once people have had a chance for some conversation, you will need to **seek clarification around roles and make some decisions regarding who does what.** You will undoubtedly discover some roles or perceptions that require addressing.

Whose Job is it? Worksheet

	Teacher's Job	Assistant's Job	Case Manager's Job
Helping the student get ready to leave school at the end of the day.			
Planning a group lesson			
Organizing an IEP meeting			
Cleaning up after an art lesson			
Asking parents about the student's behaviour at home			
Writing the IEP			
Correcting Papers			
Contacting Provincial Resource Programs (PISP, SET-BC)			
Planning room arrangements			
Writing in the home/school communication book			
Accompanying the student to special activities			
Ordering Special Equipment / Supplies			
Getting student ready for activities			

Consulting with others (e.g. therapists) regarding a student's problems			
Assessing student progress			
Writing progress reports for parents			
Managing the student's behaviour			
Organizing the student's transition to the next grade			
Deciding when the noise level in the class is too high			
Working individually with the Student			
Planning the student's transition to adult world			

Adapted from Project Para
 Department of Special Education and Communication Disorders
 University of Nebraska - Lincoln
 Lincoln, Nebraska