

## Team Roles & Responsibilities

It is important to clarify each team member's role and duties. Frustrations often occur when individuals have different expectations about the responsibilities of themselves or other team members. Everyone on the team is vitally important and needs to be involved in the student's education. The roles of the various team members are, however, different (although, at times, overlapping). The following are some guidelines regarding team roles and responsibilities which many teams find helpful:

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.

Regular Classroom Teacher- ensures appropriate educational programs for all children in the class; provides resource teacher with upcoming classroom themes and activities; meets regularly to help problem solve and provides valuable input; models interactions with student for 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 with family; 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; provides 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 in therapy objectives into natural classroom activities by joining planning meetings and/or observing regular classroom activities.

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 a 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:	