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| **Role\*** | **Responsibilities** | **Team Member Assigned\*\*** |
| Facilitator | Creates an agenda and leads the team through a discussion for each planned item. Identifies and/or creates opportunities to encourage open participation among the team. |  |
| Time Keeper and Redirector | Ensures that the team uses its time wisely and sticks to the allotted time for each agenda item. Redirects the conversation if it goes off task. |  |
| Data Manager | Shares data with SEL Team weekly (e.g., dashboard reports, observation data, survey results, etc.). Leads the team through a discussion about the implications of the data and guides the team to identify next steps. |  |
| Note Taker | Ensures that conversations, decisions, and next steps are accurately recorded. Begins the process of developing the next agenda. |  |
| Communicator | Reports out the team’s progress and next steps to the larger community (both school and OST). Sends reminders for next meeting. |  |
| Truth teller | Ensures that the team is realistic in its observations and expectations.  |  |
| Snack Provider | Brings a snack for the team. |  |
| Substitute | Takes on the role of a member who is absent. |  |
| All Team members | Report input, suggestions, and concerns of stakeholders. Honor team norms. |  |

\* Note: Roles may remain constant or rotate from meeting to meeting.

\*\*Note: In addition to their responsibilities described in this *Guide*, the team lead and administrator may take their turn being responsible for any of the roles listed above.