

Establishing PLC Team Roles

All team members are responsible for the success of the team. While team members must work collaboratively to achieve their goals, each individual's official role describes the way he or she will contribute and relate to the rest of the team. When roles are assigned, fulfilled and rotated, the work load is shared fairly and equitably. As a team, determine who will be assigned to each of the roles listed below.

Team role	Responsibilities	Person assigned	Length of service
Facilitator	<ul style="list-style-type: none"> • Develop the agenda and distribute to team members prior to meeting. • Facilitate the meeting. • Keep team focused on the team SMART goal and the Critical Questions of Learning. • Make sure all voices are heard. 		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
Recorder	<ul style="list-style-type: none"> • Record minutes. • Post minutes in PLC Shared Data folder. • Maintain PLC team Shared Data folder that contains team information and resources. 		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
Timekeeper	<ul style="list-style-type: none"> • Monitor agenda times and topics. • Keep the group focused and moving. • Monitor start and end time. • Call for tabling the subject or making a decision. 		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
Reporter	<ul style="list-style-type: none"> • Review norms at the start of the meeting and assess the team's use of norms at the end of the meeting. • Review minutes from the previous meeting. • Act as key liaison to school personnel outside of the team. 		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
			<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:

