

## Establishing PLC Team Roles

All team members are responsible for the success of the PLC team. Team members must work collaboratively to achieve their goals, but each individual's official role describes ways in which he/she will contribute and relate to the the overall team. Roles may be assigned and rotated to allow for fair and equitable responsibility. As a team, determine who will be assigned each of the roles listed below.

Team Role	Responsibilities	Person Assigned	Length of Service
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>• Develop the agenda and distribute it to all team members</li> <li>• Facilitate the meeting</li> <li>• Keep team focused on the SMART goal</li> <li>• Make sure all voices are heard</li> </ul>		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
<b>Recorder</b>	<ul style="list-style-type: none"> <li>• Record minutes</li> <li>• Post minutes in PLC Shared Folder (i.e. One Drive)</li> <li>• Maintain PLC team Shared Data folder that contains team information and resources</li> </ul>		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
<b>Timekeeper</b>	<ul style="list-style-type: none"> <li>• Monitor agenda times and topics</li> <li>• Keep the group focused and moving</li> <li>• Monitor start and end times</li> <li>• Call for tabling the subject or making a decision</li> </ul>		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
<b>Reporter</b>	<ul style="list-style-type: none"> <li>• Review norms at the start of the meeting</li> <li>• Assess the team's use of norms at the end of the meeting</li> <li>• Review minutes from previous meeting</li> <li>• Act as a liaison to school personnel outside of the team</li> </ul>		<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other:
			<input type="checkbox"/> Month <input type="checkbox"/> Quarter <input type="checkbox"/> Other: