Facilitator’s Job:

Help the team get started

Coach the team on transitions

Make sure the desktops are cleared

Remind the team not to distract other teams!

Sentence starters: *Who wants to read?*

*What do we do first?*

*Does anyone need help getting started?*

Recorder/Reporter’s Job:

Make sure everyone writes everything down Share out the team’s work when called on

Call the teacher over for team Qs (make it fun)

Remind the team not to distract other teams!

Sentence starters: *Lets all write this down.*

*What should I say for the team?* *Are we done with everything?*

Task Manager’s Job:

Help the team keep appropriate voice levels Remind teams to stay on the math-no side chat.

Checks that everyone can explain the math

Remind the team not to distract other teams !

Sentence starters: *Whisper....Voice levels!*

*Let’s get back to work.*

*Who’s turn is it to explain?*

Resource Manager’s Job:

Get supplies (or designate someone else to do it)

Watch the clock, give teacher a 10 minute warning

Put supplies away (or designate someone else to do it)

Remind the team not to distract other teams !

Sentence starters: *Who needs a calculator?*

*Let’s get to work, time is passing.*

*Time for all of us to clean up.*