Give one half-sheet to each team member. Each student tracks his or her activities using the check boxes as the lesson proceeds and then assesses their own performance last 5 min of class. This form can be used on one day or over multiple days. Teams agree on each person's score.

Facilitator's Job:

Name: _____
Check each box when you....
- Help the team get started on each new task ☐ ☐ ☐
- Coach the team to have quick, quiet transitions ☐ ☐ ☐
- Make sure the desktops are cleared so everyone can see everyone else's work ☐ ☐ ☐
- Remind the team and yourself to not distract other teams ! ☐ ☐ ☐

Sentence starters:
- *Who wants to read?*
- *Does anyone need help getting started?*
- *What do we do first?*

SST points-last 5 min of class

How well did you do your job today?

Mon____ Tue ____ Wed ____ Th _____F___

7 points = **Great**! I did everything (the lesson and my job) and **stayed on task** myself   (7/7 = 100%)

6 points = **Good**, I got **distracted a little** but got back to work quickly   (6/7 = 86%)

5 points = **Could be better**, I worked some of the time but **had to be reminded** to get back to work
(5/7 = 71%)

4 points = **Needs improvement** – tomorrow I will

_____(write your plan here with the teacher-be specific)
(4/7 = 60%)

Recorder/Reporter's Job:
Name: _____
Check each box when you....
- Make sure everyone writes everything down ☐ ☐ ☐
- Share out the team's work when called on ☐ ☐ ☐
- Call the teacher over for whole team questions (make it fun) ☐ ☐ ☐
- Remind the team and yourself to not distract other teams ! ☐ ☐ ☐

Sentence starters:
- *Lets all write this down.*
- *What should I say for the team?*
- *Are we done with everything?*

SST points-last 5 min of class

How well did you do your job today?

Mon____ Tue ____ Wed ____ Th _____F___

7 points = **Great**! I did everything (the lesson and my job) and **stayed on task** myself   (7/7 = 100%)

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4 points = **Needs improvement** – tomorrow I will

_____(write your plan here with the teacher-be specific)
(4/7 = 60%)

Developed for classes that work in teams of 4. Piloted by Beth Baker for CPM's TRC 2015

Task Manager's Job:

Name: _____

Check each box when you....

- Help the team keep appropriate voice levels ☐ ☐ ☐
- Remind teams not to have side conversations-stay on math ☐ ☐ ☐
- Checks to see if everyone can explain the math ☐ ☐ ☐
- Remind the team and yourself to not distract other teams ! ☐ ☐ ☐

Sentence starters:

- *Whisper....Voice levels!*
- *Let's get back to work.*
- *Who's turn is it to explain?*

SST points-last 5 min of class

How well did you do your job today?

Mon____ Tue ____ Wed ____ Th _____F___

7 points = **Great**! I did everything (the lesson and my job) and **stayed on task** myself (7/7 = 100%)

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4 points = **Needs improvement** – tomorrow I will

_____(write your plan here with the teacher-be specific) (4/7 = 60%)

Resource Manager's Job:

Name: _____

Check each box when you....

- Get supplies or designate someone else to do it ☐ ☐ ☐
- Watch the clock, give the teacher a 10 minute warning ☐ ☐ ☐
- Manage clean up & a floor check. Put supplies away or designate someone else to do it ☐ ☐ ☐
- Remind the team and yourself to not 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.*

SST points-last 5 min of class

How well did you do your job today?

Mon____ Tue ____ Wed ____ Th _____F___

7 points = **Great**! I did everything (the lesson and my job) and **stayed on task** myself (7/7 = 100%)

6 points = **Good**, I got **distracted a little** but got back to work quickly (6/7 = 86%)

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