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|  **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?*
 | **Team points!****How well did you do your job today?****Mon\_\_\_\_ Tue \_\_\_\_ Wed \_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_****7points = Great**! I did everything (the lesson and my job) and **stayed on task** myself  6 points = **Good**, I got **distracted a little** but got back to work quickly **5 points = Could be better**, I worked some of the time but **had to be reminded** to get back to work **4 points = Needs improvement** – tomorrow I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(write a plan with the teacher on this line) |
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| **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: * *Let’s all write this down.*
* *What should I say for the team?*
* *Are we done with everything?*

   | **Team points!****How well did you do your job today?****Mon\_\_\_\_ Tue \_\_\_\_ Wed \_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_** **7points = Great**! I did everything (the lesson and my job) and **stayed on task** myself  6 points = **Good**, I got **distracted a little** but got back to work quickly **5 points = Could be better**, I worked some of the time but **had to be reminded** to get back to work **4 points = Needs improvement** – tomorrow I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(write a plan with the teacher on this line) |
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| **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

 ☐ ☐ ☐* Check 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?*
 | **Team points!****How well did you do your job today?****Mon\_\_\_\_ Tue \_\_\_\_ Wed \_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_** **7points = Great**! I did everything (the lesson and my job) and **stayed on task** myself  6 points = **Good**, I got **distracted a little** but got back to work quickly **5 points = Could be better**, I worked some of the time but **had to be reminded** to get back to work **4 points = Needs improvement** – tomorrow I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(write a plan with the teacher on this line) |
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| **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.*
 | **Team points!****How well did you do your job today?****Mon\_\_\_\_ Tue \_\_\_\_ Wed \_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_** **7points = Great**! I did everything (the lesson and my job) and **stayed on task** myself  6 points = **Good**, I got **distracted a little** but got back to work quickly **5 points = Could be better**, I worked some of the time but **had to be reminded** to get back to work **4 points = Needs improvement** – tomorrow I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(write a plan with the teacher on this line) |
| **Print on Yellow - cut here** |
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