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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) |
| **Print on Green-cut here** | |
| **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) |
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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) |