General Team Roles Resource Page

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Resource Manager
Responsible for getting your team’s materials and asking the teacher questions.

- Get supplies for your team and make sure that your team cleans up.
- Help your team decide when it needs outside help. Assist in creating team questions for the teacher. Call the teacher over for team questions.

Facilitator
Responsible for keeping your team working together.

- Get your team started by having someone read the task out loud.
- Check that everyone understands what to work on.
- Make sure that each team member has shared his or her ideas.
- Make sure no one is getting left out or left behind. Make sure each person has time to write his or her answer before your team moves on.

Recorder/Reporter
Responsible for verifying that your team is writing justifications and explanations.

- Make sure that each team member can see the work your team is discussing.
- Make sure that your team agrees about how to explain and justify your answers, and that everyone understands your team’s answer.
- Make sure that each member of your team is able to share ideas.

Task Manager
Responsible for facilitating an effective, participating team.

- Help keep your team on task, talking about math, and respecting each other’s right to learn.
- Keep track of time if you have been given a time limit and make sure your team is making progress at an appropriate pace.
- Make sure conversations stay within your team.