**Cooperative Learning Team Roles**

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| Team Role | Responsibilities | Student Name |
| *Team Leader* | 1. Encourage the team to work their best. Be enthusiastic!
2. Make sure everyone is equally involved and has a chance to participate
3. Watch the time and make sure everyone stays on task
4. Appropriately handle problems with team members by assessing the situation and discreetly informing the teacher
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| *Communicator* | 1. Make sure everyone is equally participating in the discussion (no one should dominate the conversation or not participate)
2. Communicate team questions to the teacher by stating, “My team wants to know…” or “My team doesn’t understand…”
3. Relay the correct and incorrect answers back to the team when work is being checked
4. Make sure all team members are speaking using academic vocabulary
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| *Proficiency Supervisor**(Coach / Tutor)* | 1. Be prepared to support the learning of others
2. Refer to notes or other written materials to support the team when completing an assignment
3. Prepare the team for Verbal Assessment Questions
4. Teach/guide the learning process for students who may need extra support
5. Assist students who may be absent in catching up on work
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| *Lab Technician* | 1. Make sure the table is organized and clean at the beginning of class. Report and problems (such as a mess from the previous class) to the teacher
2. Restock materials in the materials basket as needed
3. Pick up and return lab materials
4. Guide the team to ensure that the table or lab station is clean at the end of the period.
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Group Activity Rules

1. Speak **only** with students on your team
2. All discussion must be related to the task
3. All team members must remain seated, except the Lab Technician as needed