



# RTI Team Roles

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## ***Facilitator***

The facilitator opens the meeting with a brief description of what the team and the referring teacher expect to accomplish during the session. The facilitator also describes the protocol to be used during the meeting. A key objective of the facilitator is to establish and maintain a supportive atmosphere throughout the session. To accomplish this, the facilitator pays special attention to the following:

- Encouraging participation from members
- Helping redirect the discussion if the group gets off task
- Clarifying and summarizing information communicated during the meeting

Finally, the facilitator attempts to elicit an appropriate level of agreement amongst team members throughout the process and helps resolve any conflicts that arise.

## ***Recorder***

The recorder is responsible for completing the Tier II Goal-Setting Worksheet during the meeting. In order to capture all important information, the recorder may need to ask for clarification several times during the session. The recorder should include enough detail so that a person who was unable to attend the meeting would be able to clearly understand the nature and implementation of the intervention plan. Finally, the recorder is responsible for seeing that the information is transferred from the paper version of the Tier II Goal-Setting Worksheet to the electronic Intervention Plan.

## ***Timekeeper***

The timekeeper's role is to monitor the team's use of time and move the team along when time is running out during a particular part of the protocol.

## ***Case Manager***

The role of the case manager is to support the referring teacher throughout the problem-solving process. The case manager carries out the following tasks:

- Assisting the referring teacher in completing the Tier II Referral Form
- Suggesting the types of data the teacher might provide along with the referral form
- Checking in with the referring teacher after the RTI Team meeting to ensure that the intervention is being implemented as determined by the team

## ***Coordinator***

The coordinator establishes and communicates the schedule for RTI Team meetings, assigns Case Managers to each referral, and ensures that referral forms are distributed in a timely fashion prior to scheduled team meetings. The coordinator role does not rotate, as all other roles do.