

# **Collaborative Roles in our PLC:**

## **Facilitator**

Creates the agenda  
Seeks out team input for the agenda (end of meeting and throughout the week)  
Works with the time keeper to set time limits on each topic  
Keeps the conversation on track  
Poses questions for team discussion, rather than answers all of the questions  
Encourages all team members to participate

## **Time Keeper**

Works with facilitator to set time limits on the agenda  
Helps move the team along so we complete the tasks in the available time  
Reminds the team when we've exceeded our time limits  
Reminds us when our time is running out

## **Process Observer**

Keeps us focused on the four critical questions  
Observes when we're moving off track and re-focuses the conversation  
At the end of the meeting, restates conclusions met (if needed) and answers any questions about details from the meeting (tasks we need to complete, materials needed for next time, etc.)

## **Note Taker**

Takes notes/minutes of the group's discussion  
Four critical questions form  
Any other notes needed for team reminders, absent members, etc.  
Gives a copy of the notes to each team member (hard copy or electronic copy)

## **Organizer**

Types lesson plans and any tools needed for the week  
Gathers materials needed (rubrics, articles, CBA's, etc.)

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## *How do we make our PLC's:*

- *Effective*
- *Purposeful*
- *About students & increasing rigor/learning*