

## Miss Kelly's Class Team Roles:

### **Before you begin, your group should... S.T.O.P.!**

- Set-up group roles.
- Talk about your plan-of-action.
- Organize your time.
- Proceed!

### **Idea Champion**

- ~ Your job is to support the group members so that they feel comfortable sharing their ideas.
- ~ Make sure each person gives at least one idea & no one gives too many ideas. Listen for people to say "I have an idea..."
- ~ Look for ways to help the group combine and modify ideas to include many good ideas, rather than just one!
- ~ If your group does not understand someone's idea, it's your job to ask questions and help the idea-owner to add details until the group does understand the idea.
- ~ Reminder - first we collect ideas, then we judge them. Don't let judgments interfere with idea generation.

#### Things you might say:

- "Can you be a little more detailed/specific about your idea?"
- "That's a great idea!"
- "We could use part of this idea and part of another idea to make a new idea."

### **Minute Minder**

- ~ Your job is to keep the group on schedule!
- ~ Gently let the group know how much time they have left on each step/task.
- ~ When time is almost over, let your group know!

#### Things you might say:

- "Our time is almost up. We should start wrapping up."
- "It's time to move on to our next task/step."
- "We should use our time more wisely and stay on topic."

### **Plan Protector**

- ~ Your job is to first make sure the group creates a plan (sometimes we'll do that as a class, but sometimes your group will need to do that for itself), and then to make sure that the group is sticking to its plan.
- ~ You should partner with the Minute Minder to arrange times for each of the steps or tasks your group needs to complete.

### Things you might say:

"Let's stop for a minute to clarify our plan before we keep going."

"We need to go over who is doing each task/part before we start."

"We need to S.T.O.P. before we start!"

"We're off topic, guys. We need to stick to the plan."

### **Decision Helper**

~ Your job is to help the group make decisions efficiently so that time isn't wasted arguing.

~ Try to work to reach consensus, instead of just voting on the most popular idea.

*[Consensus-building brings ideas and people together in a way that builds support for a final decision.]*

~ You can serve as a tie-breaker when the group is stuck or when a quick, less-important decision is needed.

### Things you might say:

"We need to make a decision between X and Y."

"Is there a way that we could choose something that everyone would agree on?"

### **The Communicator**

~ Your job is to be the "voice" of your group. If your group has a question, it's your job to ask it. If Miss Kelly or a visitor asks what your group is doing, it's your job to give a brief, one sentence answer about the learning that is happening in your group during the activity.

~ It is not your job to be the only presenter, but you should organize your group's presentation and make sure everyone is ready to share their piece.

### Things you might say:

~ "I'd be happy to share what we're learning..."

~ "Ok, to make sure that we're ready, please let me know what each of us is going to share during our presentation. Who will go first?"

~ "If Miss Kelly asked me to explain what we're learning right now, I don't think I could. I could use the group's help to come up with a one-sentence answer."