**Co-Teaching Roles & Responsibilities**

**Directions:** Discuss the following questions with your partner and reach a conclusion in each case regarding who will bear the responsibility for the tasks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  ***Who will be responsible for:*** |  Mentor Teacher  | Student Teacher  |  Other | Shared | Percentage Breakdown if Shared |
| Identifying goals and objectives for the course? |   |   |   |   |  |
| Designing IEP objectives for the special education students? |   |   |   |   |  |
| Planning instructional activities to achieve the goals? |   |   |   |   |  |
| Selecting and organizing instructional materials? |   |   |   |   |  |
| Teaching specific class content? |   |   |   |   |  |
| Teaching study skills and learning strategies? |   |   |   |   |  |
| Collecting data on student performance? |   |   |   |   |  |
| Establishing and implementing grading procedures- who is doing what? |   |   |   |   |  |
| Establishing and implementing a classroom management plan? |   |   |   |   |  |
| Parent Contact for all reasons (ex: positive/negative?) |   |   |   |   |  |
| Modifying curriculum and materials as necessary? |   |   |   |   |  |
| Designing tests, homework assignments, etc.? |   |   |   |   |  |
| Providing individual assistance to students? |   |   |   |   |  |
| Taking care of daily routines (e.g. attendance, lunch counts)? |   |   |   |   |  |
| Directing Teacher Assistants and/or other support personnel? |   |   |   |   |  |
| Communicating to all appropriate parties (EX: HS- Guided Studies, etc. MS- Resource Rooms/Labs/Weekly Update Sheets, ALL- Case Managers, Deans, Counselors, etc.) regarding the special education students? |   |   |   |   |  |
| Taking attendance within first 5 minutes? |  |  |  |  |  |
| Writing passes for Bathroom, Media Center, etc? |  |  |  |  |  |

Adapted from Anne M. Beninghof

*Ideas for Inclusion: The School Administrator’s Guide*