

Roles and Responsibilities of Collaborative Teachers: A Decision-Making Exercise

This tool was designed to guide general education teachers and their special education teacher partners in deciding which partner will be responsible for each of a list of typical classroom responsibilities. The special education partner may be providing co-teaching *or* support facilitation services. The goal is to have an open and honest conversation of roles and responsibilities that results in an equitable and appropriate division of the tasks to be accomplished by two certified teachers on behalf of all of the students they share in an inclusive classroom.

Responsibility	<i>General Education Teacher</i>	<i>Special Education Teacher</i>	<i>Shared</i>	<i>Other: (para-educator, volunteer, other)</i>
Introducing the Partnership to the Class				
Planning the lesson				
Identifying needed accommodations for all students				
Identifying needed accommodations for students receiving special education services				
Preparing accommodated materials for all students				
Preparing accommodated materials for students receiving special education services				
Determining appropriate curricular modifications as indicated by IEPs				
Locating needed instructional materials and higher and lower reading level texts				
Delivering whole group instruction				
Delivering instruction through station teaching, parallel teaching (this is a shared responsibility)				
Delivering instruction to small groups for pre-teaching, review, and other purposes (groups determined by flexible grouping strategies)				
Grading student work – for all students				
Grading student work – for students receiving special education services				
Conferencing/corresponding with all parents				
Conferencing/corresponding with parents of students receiving special education services				
Routine classroom management				
Developing and implementing individual behavior plans				
Tracking and updating IEPs				
Attendance				
Lunch Count				
Other:				
Other:				
Other:				