**TEAM COMMUNICATION: *ROLES & RESPONSIBILITIES IN THE EDUCATIONAL SETTING***

~list of tasks to be accomplished by team members working with a student user of AAC~

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team Member Responsibilities** | **Teacher** | **AAC****Specialist****/SLP** | **Para/ Assistant** | **OT** | **PT** | **Family** | **Inclusion** | **Other** | **Other** |
| **Maintaining the AAC System** |
| Charge the device |  |  |  |  |  |  |  |  |  |
| Troubleshoot problems |  |  |  |  |  |  |  |  |  |
| Contact technical support when needed |  |  |  |  |  |  |  |  |  |
| Back-up device regularly |  |  |  |  |  |  |  |  |  |
| Send device in for repair when necessary |  |  |  |  |  |  |  |  |  |
| Provide a back up system if device not available |  |  |  |  |  |  |  |  |  |
| **Programming the AAC Device** |
| Program the device and design organization |  |  |  |  |  |  |  |  |  |
| Identify new messages to be added |  |  |  |  |  |  |  |  |  |
| Alert team members to new vocabulary |  |  |  |  |  |  |  |  |  |
| Create visual supports |  |  |  |  |  |  |  |  |  |
| **Teaching the AAC System in the Program** |
| Facilitate device use during activities |  |  |  |  |  |  |  |  |  |
| Teach peers how to interact with AAC user |  |  |  |  |  |  |  |  |  |
| Teach team members how to use the device |  |  |  |  |  |  |  |  |  |
| Identify opportunities for system use |  |  |  |  |  |  |  |  |  |
| Create participation plans |  |  |  |  |  |  |  |  |  |
| Collect data on progress |  |  |  |  |  |  |  |  |  |
| **Curriculum/Program Content** |
| Obtain curricular content from the teacher |  |  |  |  |  |  |  |  |  |
| Obtain program content from adult program |  |  |  |  |  |  |  |  |  |
| Make modifications to the curriculum or program |  |  |  |  |  |  |  |  |  |
| Create supplementary materials |  |  |  |  |  |  |  |  |  |

The Bridge School Transition Program. (n.d.) *Collaborative Teaming Matrix.* Retrieved from <http://www.bridgeschool.org/transition/docs/collab_teaming.pdf>

Additional references at [http://rastresources.com](http://rastresources.com/)