

ASSIGNING ROLES FOR SMALL GROUPS TEMPLATE

	Group A	Group B	Group C	Group D	Group E
Facilitator/ Time Keeper					
Teacher Observer					
Student Observer					
Content Observer					



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Roles and Responsibilities

Facilitator/Timekeeper – Keeps group on task and on time. Ensures each member of the group has opportunity to contribute to discussions. Observes whole-class dynamics/structure and any other aspects related to equity or the instructional core.

Teacher Observer(s) – Focuses attention on the teacher(s); notes their actions, comments, and questions; focuses on teacher-specific look-fors.

Student Observer(s) – Focuses attention on observing the students and their interactions with the teacher and with other students; notes student engagement with tasks; focuses on student-specific look-fors; talks to three to five students during the observation (assuming students are doing independent or group work—does not talk to students during whole-class discussion, lecture, or test).

Content Observer(s) – Focuses attention on the nature of the tasks given to students, posted or stated standards or objectives; posted student work or artifacts, such as portfolios, worksheets, etc.; focuses on content/task-specific look-fors.