



Collaborative Teaming for Support of Students Using AAC in Inclusion

Roles & Responsibilities

Support Team for: _____

Term & School Year: _____

ACTIONS TO BE TAKEN RE: THE AAC DEVICE	IST	SLP	GET	TVI	OT/ PT	Para	AAC	AT	Fam	Stu
Device use in the classroom										
• Who will program the device for participation in classroom activities?										
• Who will teach peers how to interact with the student who uses the device?										
• Who will define classroom opportunities for device use?										
• Who will design/develop participation plans for classroom activities?										
Device Content										
• Who will manage the organization of the system content to ensure continuity?										
• Who will identify the language that needs to be added to the device?										
• Who will teach the student where/how new system content is stored?										
• Who will teach the user how to use the new system content?										
• Who will teach other team members about the new device content?										
• Who will maintain updated documentation of system content?										
Device support and Documentation										
• Who will make changes to the overlay?										
• Who will make changes/adjustments when necessary to the positioning of the device and the mounting system?										
• Who will fabricate and/or acquire supplementary tools for access to the device?										
• Who will evaluate the student's acquisition of new skills related to device use?										
• Who will record data relative to goals and objectives targeting device use?										
Device Maintenance										
• Who will clean device on a scheduled basis?										
• Who will charge the device on a scheduled basis?										
• Who will charge the device on an as needed basis?										
• Who will troubleshoot mechanical problems with the device?										
• Who will contact the manufacturer regarding problems with the device?										
• Who will send the device out for repair?										
• Who will obtain a back-up system while the device is in for repair?										
• Other:										
• Other:										
• Other:										

Legend: IST = Inclusion Support Teacher
OT/PT = Occupational/Physical Therapists
AT = Assistive Technology Support

SLP = Speech & Language Pathologist
Para = Paraprofessional
Fam = Family

GET = General Education Teacher
AAC = Alternative/Augmentative Communication Specialist
Stu = Student
TVI = Teacher for the Visually Impaired



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ACTIONS TO BE TAKEN RE: THE COMPUTER	IST	SLP	GET	TVI	OT/PT	Para	AAC	AT	Fam	Stu
Computer set-up and workstation										
• Who will make changes/adjustments when necessary to the positioning of the computer and workstation?										
• Who will fabricate/acquire supplementary tools for access to the computer?										
• Who will program adapted tools for access to programs and activities?										
Computer Use to Support the Curriculum										
• Who will define classroom opportunities for computer use?										
• Who will identify/acquire the software necessary to support computer use?										
• Who manage the organization of the computer content?										
Computer Training										
• Who will teach the student how to use the computer functions?										
• Who will teach the student how to use the new software?										
• Who will teach other team member about the computer and its contents?										
• Who will teach peers how to interact with the student while using the computer?										
• Who will teach the family how to support the use of the computer at home?										
Computer Technical Support and Documentation										
• Who will make changes to the desktop?										
• Who will maintain updated documentation of the computer content?										
• Who will evaluate the student's acquisition of new skills related to the computer?										
• Who will record data relative to goals and objectives targeting computer use?										
• Who will maintain manuals for the computer system and software?										
Computer Maintenance										
• Who will clean the computer on a scheduled basis?										
• Who will troubleshoot hardware problems with the computer?										
• Who will troubleshoot software problems with the computer?										
• Who will contact a service center regarding problems with the computer?										
• Who will send the computer out for repair?										
• Who will obtain a back-up system while the computer is in for repair?										
• Other:										
• Other:										

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ACTIONS TO BE TAKEN RE: CURRICULUM	IST	SLP	GET	TVI	OT/ PT	Para	AAC	AT	Fam	Stu
Modifications										
• Who will meet regularly with the general education teacher(s) to get class curriculum content/projects...?										
• Who will make <u>curricular</u> modifications to assignments?										
• Who will <u>provide</u> modifications/adaptations/supplementary materials to meet the student's sensory/learning style needs?										
• Who will <u>implement/use</u> the modifications/adaptations/supplementary materials for the student's sensory/learning style needs?										
• Who will make appropriate modifications/adaptations to assignments/materials needed for homework?										
Assessment										
• Who will evaluate student's progress and development within the <u>curriculum</u> of the general education classroom?										
• Who will evaluate student's progress and development for <u>IEP</u> goals and objectives?										
• Who will compile an assessment portfolio and review it with the classroom teacher?										
• Other:										
• Other:										
• Other:										
• Other:										
• Other:										
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ACTIONS TO BE TAKEN RE: TRANSITION	IST	SLP	GET	TVI	OT/ PT	Para	AAC	AT	Fam	Stu
Goals and Objectives										
• Who will be responsible for writing transition goals?										
• Who will be responsible for following up on transition goals?										
• Who will discuss transition goals with the student?										
Student and Family Preparation										
• Who will help prepare the student and their family for the ITP process?										
• Who will help the student determine and explore post-high school opportunities?										
Graduation Requirements										
• Who will track the student's work/credits with regard to graduation?										
• Who will address accommodations for the CA exit exam?										
• Other:										
• Other:										
• Other:										
• Other:										
• Other:										
• Other:										

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ACTIONS TO BE TAKEN RE: GENERAL NEEDS	IST	SLP	GET	TVI	OT/ PT	Para	AAC	AT	Fam	Stu
• Who will coordinate the student's inclusion program?										
In-Class Support										
• Who will assist with general participation in class/activities/recess?										
• Who will implement modified assignments/activities?										
• Who will assist student with access to computer?										
• Who will be the back-up for the in-class support person when that person is out?										
Who will communicate with general education teachers about...										
• ...who the student is										
• ...how the student communicates/participates in class and with teacher/peers										
• ...how the student takes in information										
• ...what the expectation is for the student as it relates to their class curriculum										
• ...how the student produces his/her work										
• ...what the general education teacher is expected to report on at progress review times										
Physical Care Needs										
• Who will provide training re: student's physical care needs?										
• Who will provide assistance for physical care needs?										
• Other:										
• Other:										
• Other:										
• Other:										
• Other:										
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