# Cooperative Learning Job Placards

The following placards help remind students about their job responsibilities. Students fold the placard and place their job titles so other group members can see them. Facing the students is the numbered list of responsibilities. Tables of four students with four different roles work effectively (ex. Group Leader, Materials Manager, Encourager, Timekeeper, and Data Collector). Notice all jobs require clean-up so no one student has to do it all. Also notice there is no reporter. When the activity is complete, randomly call on a student from each group. This forces students to participate at a higher level during the activity itself.

Use color-coded dots on the corners of the student tables. Tape them down so students do not play with them. To determine who gets what job, display larger sized versions of the job cards on the whiteboard. Attach Velcro colored dots and change the dots daily so students experience all of the jobs. Colored clothespins work well, too.
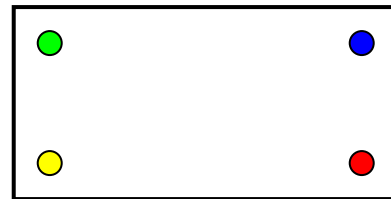
Example of a student table
using color-coded dots

Group Participation Number Line

One way to monitor group behavior is to use a Group Participation Number Line. Include one copy for eh Materials manager to pick up. Have the Data Collector fill in the date and the Group Members' names. Then it should be placed near the end of the table so it is accessible. As you walk around the class monitoring the groups, you can take points away when you see an infraction of any of the jobs. After the activity is complete, the Data Collector fill sin the Total Points Earned, which is recorded as a group grade. Because points are taken away and not added, there is no reason for a student to change the points. Attached is a reproducible Group Participation Number line.

GROUP PARTICIPATION NUMBER LINE

Date: _____   Group Number: _____

Group Members Present:

_____   _____

_____   _____

_____   _____

100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0

Participation Points Earned: _____

GROUP PARTICIPATION NUMBER LINE

Date: _____   Group Number: _____

Group Members Present:

_____   _____

_____   _____

_____   _____

100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0

Participation Points Earned: _____

GROUP PARTICIPATION NUMBER LINE

Date: _____   Group Number: _____

Group Members Present:

_____   _____

_____   _____

_____   _____

100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0

Participation Points Earned: _____

Encourager

1. Monitor all team members to ensure they do their own jobs.

2. Take responsibility for praising and affirming jobs well done.

3. Record comments and actions that show positive interpersonal communication.

4. Report recorded data to group at debriefing sessions.

5. Help with clean-up.

Data Collector

Data Collector

1. Collect data for activity.

2. Record data on appropriate form or sheet.

3. Return data sheet to teacher and/or record group data on class data sheet.

4. Make sure all other team members check data sheet,

5. Help with clean-up.

Timekeeper

Timekeeper

1. Hold team stopwatch or watch the clock.

2. Keep group on task and remind them about time.

3. You are responsible for getting the group to finish on time.

4. Check data sheet.

5. Help with clean-up.

GROUP LEADER

Group Leader

1. Read all directions to your group.

2. Lead discussions.

3. Check data sheet.

4. Help with clean-up.

5. You are the only person who can ask

Materials Manager

1. Collect and return all materials and supplies to appropriate place(s).

2. You are the only one who can retrieve materials and supplies.

3. Make sure everyone has equal access to materials and supplies.

4. Check data sheet.

Cooperative Group Role Cards

LEADER

Makes sure that every voice is heard

Focuses work around the learning task

Sound bites:
- *Let's hear from _____ next."*
- *"That's interesting, but let's get back to our task."*

RECORDER

Compiles group members' ideas on collaborative graphic organizer

Writes on the board for the whole class to see during the presentation

Sound bites:
- *"I think I heard you say_____; is that right?"*
- *"How would you like me to write this?"*

TIME KEEPER

Encourages the group to stay on task

Announces when time is halfway through and when time is nearly up

Sound bite:
- *"We only have five minutes left. Let's see if we can wrap up by then."*

PRESENTER

Presents the group's finished work to the class

Sound bite:
- *"How would you like this to sound?"*

ERRAND MONITOR

Briefly leaves the group to get supplies or to request help from the teacher when group members agree that they do not have the resources to solve the problem.

Sound bites:
- *"Do you think it's time to ask the teacher for help?*
- *"I'll get an extra graphic organizer from the shelf."*

Group Leader

1. Reads all directions to group.

2. Leads the discussions.

3. Checks the data sheet.

4. Helps with clean-up.

5. Is the only one who can ask a question of the teacher.

Materials Manager

1. Is responsible for collecting and returning all materials & supplies to the appropriate place(s).

2. Is the only one who can get up for materials and supplies.

3. Makes sure the everyone in the group has equal access to the materials and supplies.

4. Checks the data sheet.

5. Helps with clean-up.
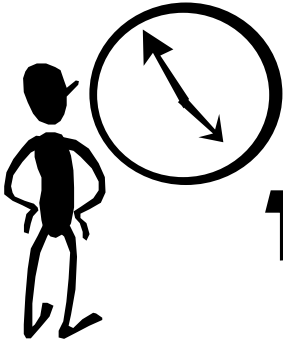
Time Keeper

1. Holds the team stopwatch (or watches the clock).

2. Keeps group on task and reminds them about time.

3. Is responsible for getting the group to finish on time.

4. Checks the data sheet.

5. Helps with clean-up.

Data Collector

1. Collects the data for the activity.

2. Records data on the appropriate form or sheet.

3. Returns data sheet to teacher and/or records group data on class data sheet.

4. Makes sure all other team members check the data sheet.

5. Helps with clean-up.

Encourager

1. Monitors other team members to make sure they do their own jobs.

2. Takes responsibility for praising and affirming jobs that are well done.

3. Records comments and actions that show positive interpersonal communication.

4. Reports recorded data to group at de-briefing session.

5. Helps with clean-up.

12 Team Roles
The key to Working Together

Checker The Checker makes sure everybody knows what is going on. The teacher trusts and relies on the Checker to give other students jobs, and to check that all rules are being followed, and sees that the students are prepared.

Taskmaster The Taskmaster keeps the group on task. It is important that the Taskmaster has a reserve of positive and corrective comments such as, "Stop fooling around!"

Materials Monitor The Materials Monitor receives and returns all the materials to the teacher or correct location.

Recorder

The Recorder writes down group decisions and answers to problems. Sometimes, the Recorder is simply responsible for making sure information gets recorded.

Reflector

The Reflector leads the team in assessment and critical thinking. Looking at past work, teams are better able to move forward because they learn from mistakes. The Reflector makes sure the team thinks about how well they are working together, and what areas they need to improve.

Quiet Captain

The Quiet Captain keeps the team quiet when the teacher needs to talk. Also, the Quiet Captain tells the group to lower their voices when necessary.

Got Team Roles?

Every team needs these 12 roles filled in order to help your team complete all the tasks and accomplish the work that needs to be done. If one role isn't being carried out, then the team will not complete the necessary work, and there will be a lot of confusion. Everyone needs to be working together!

Go Team!

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Why Should I Learn To Work Well With Others?

Working well together is a very important skill! If your team is working together, you can finish your projects with a greater chance of success.

When working with a group, everybody needs to be cooperative and productive.

If you work well with your group, you can learn to work well with your peers.

And as an individual, you will have more confidence in your ability to be open-minded.

How do team roles help us understand groups better, and help us succeed?

Being able to identify with a specific team role helps because we all know what to do and what to expect from each other. As a result, everything will be accomplished faster and more efficiently.
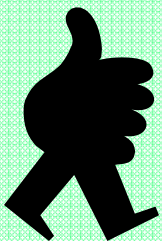
Team Roles

ENCOURAGER The Encourager brings out the exemplary qualities in every team member. If the team is down, then the Encourager brings them back up with encouraging words.

Coach

The Coach is a peer student who helps team members master academic content, but does not solve the problems for them. They remind them to check over their work.

Cheerleader The Cheerleader gets the entire team to appreciate what they have done as whole, or what one team member has **accomplished**.
They say things such as, "Lets give_____ a pat on the back!" The Cheerleader does not say things like "nice job!" They get the whole team to cheer on the student or the whole team.

Gatekeeper The Gatekeeper equalizes participation. They make sure everyone has a part in the team. The Gatekeeper shuts the door for one person and opens it for another, so everyone gets a chance.

Question Commander

The Question Commander sees if anyone has a question; if so, they make sure the question is answered.
If the whole team has a question, and it cannot be answered by the group, the Question Commander signals the teacher for help.

Praiser

The Praiser does his or her job, after a student has spoken, to show appreciation— such as, "nice idea!"

Information provided by
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www.kagan.com