

Co-Facilitation for Student-Led IEP Meetings: Roles Worksheet

Name of Job	What will I do?	Who will prepare the student?
Inviter/Emailer		
Room Arranger		
Greeter/Escort		
Facilitator/Co-facilitator		
Technology/note-taker		
Timekeeper		
Action planner		
Parking lot attendant		
Questioner		
Signaler (when not understood by everyone or if a break is needed)		
Agenda Checker		
Clarifier		
Thanker/Acknowledger		
Copy Maker/Paper Handler		