

## Responsibilities of IEP Team Members

This matrix lists the responsibilities of IEP team members.

- List team members' names and/or titles in spaces across the top.
- Check the responsibilities that have been assigned to each member.

Team members may have more than one responsibility, and responsibilities may be shared.

<b>Setting Direction</b>							
• ensure that individual planning is carried out for all students needing an IEP							
• set expectations for the team							
• ensure that support personnel and resources are made available							
• arrange for in-service training for in-school team members as needed							
• establish procedures for involving parents in the IEP process							
• act as case manager							
• contribute information and observations about the student's learning styles, interests, and behaviour							
<b>Gathering and Sharing Information</b>							
• carry out systematic classroom observations and assessment							
• provide diagnostic assessment to determine student strengths and needs							
• share information collected							
<b>Developing and Writing the IEP</b>							
• select, adapt, or design instructional strategies							
• collaborate in writing student specific outcomes and performance objectives							
• put team decisions into written form							
<b>Implementing and Reviewing the IEP</b>							
• select appropriate materials							
• maintain on-going communication with the student and the home							
• ensure that the plan is implemented and evaluated							
• assist classroom teacher in adapting and developing assessment strategies							
• maintain communication with members of the support team							
• assist in implementing the plan							
• assist in collecting assessment data							
• monitor and record progress towards performance objectives							