**Group Role Descriptions**

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**Each student will fulfill each role this year. At the end of each 9 weeks students will rotate to a new role in the group.  You will be evaluated on fulfilling the duties of each role.**

**Quality Control Specialist** – This position ensures that all assignments are turned in on time and complete for each member of the group. This person will create a way to check what assignments each group member has submitted on a weekly basis.  The person in this position will also encourage all members to submit work.  The QCS will keep an open line of communication for reminders about due dates as well.   The person in this role is responsible for getting materials for their group when necessary.

**HR Specialist** – This position involves holding each group member accountable when it comes to attendance. The HR Specialist will record absences for their group, if a member will be late, or will be out for an extended period of time. They will also coordinate with the CSS specialist and develop a plan for ensuring that the member who is not present receives any missing work. This person will also elaborate on missing work to the student that was missing.  Encourage students to come to class everyday!

**Customer Service Specialist** –  This person is responsible for communicating with the HR manager.  After the HR manager informs the CSS of absences, the CSS will record the missing lesson and work for the absent person. They will place the slips and any handouts in the proper class period bin. This position also involves answering any questions that the teacher may have about the group. This will include but not limited to: attendance, missed assignments, project/assignment progress, group challenges or concerns.

**Manager-** This position involves facilitating and leading the group during discussions. This position ensures that everyone else is doing their job effectively on a **daily**. You will also be in charge of making sure your work area is clean.  You will be the last one from your group to leave each day. If they leave something behind, please let them know so they can resolve the issue.  This position organizes group meetings for projects and assignments as well as study groups if needed. All group projects will be turned in by the **MANAGER** as they are ultimately responsible for the finished product. This person will also fill in for other positions if someone is absent.

Ultimately you are responsible for your actions in this classroom. You will work together in order to make sure you are successful in this class, as well as encourage your group members.