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AAC Collaborative Supports: Roles & Responsibilities

**If appropriate, identify who is responsible for… Student:**  **Date:**

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| ***Developing and supporting structural supports*** | **Parent** | **Para** | **Teacher** | **SLP** | **AAC Support** | **Other:**  |
| Keeping track of vocabulary introduced and mastered  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Developing or revising student access plans for the student  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Updating visual supports or multimodal supports as needed | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Scripting routines and interactions  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| ***Building opportunities for participation and skill development*** | **Parent** | **Para** | **Teacher** | **SLP** | **AAC Support** | **Other:** |
| Identifying and expanding the number of opportunities for use of supports or tools throughout the day | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Identifying the vocabulary needed to participate in new activities/routines | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Previewing or pre-teaching new vocabulary or programming with the student | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Teaching peers how to interact using the supports or tools the student uses | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Recording data relative to goals targeting communication skills  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| ***Responsibilities for implementing technology tools*** | **Parent** | **Para** | **Teacher** | **SLP** | **AAC Support** | **Other:** |
| Programming tools for daily changes/activities | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Overseeing overall vocabulary design/device content to align with language needs/goals | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Making major changes/updates to vocabulary | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Making changes/adjustments to positioning of device or mount | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Obtaining/maintaining accessories and access supports (e.g. switches, cables, printers) | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Ongoing monitoring of skills and needs for new goals, strategies and supports | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| ***Responsibilities for maintaining technology tools*** | **Parent** | **Para** | **Teacher** | **SLP** | **AAC Support** | **Other:** |
| Cleaning tools/devices on a scheduled basis | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Charging the device on a regular basis | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Trouble-shooting problems with the device | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Contacting the vendor regarding problems with the device | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Sending the device in for repair | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[x]**  |

Signatures:

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