![prc-saltillo logo]

AAC Team Jobs

Name of AAC Learner: _____

Use the checklist below to define who will do what. Not every member of the team will do all tasks, nor should they! Go through the list as a team to decide who will do what: and keep each other accountable. Make sure everyone gets a copy of the checklist.

		Teacher- Special Educ.	Teacher- Gen. Educ.	Case Manager	AAC Specialist	Paraprofessional/Assistant	Speech-Language Pathologist	Occupational Therapist	Physical Therapist	Parent	Caregiver	Family	Other Staff	Other: _____	Other: _____
Device Upkeep	Daily Care: clean screen, charge, etc.														
	Troubleshoot problems and call technical support														
	Back-up system regularly														
	Send in device for repair (as needed)														
	Request a loaner device and transfer language system to loaner (as needed)														
	Install back-language system (lite-tech, app, etc.)														
	Download and install updates to AAC System														
Device Customizing	Guides and sets up device (select language system, modify settings, etc.)														
	Schedules and sets up training for system (as needed)														
	Identify new messages/words to add to the language system														
	Add new messages/words to the language system														
	Create & maintain documentation/visuals to support device use														
	Manage updates to language system, add words/messages/pages (as needed)														
Device Support & Documentation	Facilitate use of AAC using research-based strategies														
	Teach peers & communication partners how to interact with AAC learner														
	Identify opportunities for communication														
	Collect data on use & progress														
	Advocate/educate for use of AAC system (as needed)														
Other	Create visuals & supports for activities & lessons														