

Roles and Responsibilities of the Case Liaison

As the case liaison assigned to this case, you are the primary colleague and support throughout the process. In addition to this role, the following are responsibilities of the case liaison:

Prior to the initial Rtl meeting:

Meet with the teacher at least 1 week prior to the Rtl meeting and complete the following tasks:

- o Review the referral form with the purpose of becoming familiar with the student's case.
- o Check with the teacher about progress in completing the teacher behavior report card and answer any questions the teacher may have.
- o Answer any questions the teacher may have about the Rtl process in general.

After the initial meeting

Within a week after the initial meeting, meet with the teacher to determine the following:

- o Whether the teacher has begun implementing the intervention and if not, problem solve with teacher to find out why. (e.g.- assist with finding proper resources and/or inform Coordinator of issue)
- o Whether the teacher has any questions regarding the intervention procedures
- o Whether the teacher needs any additional resources to implement the intervention
- o Whether the teacher is still satisfied with the intervention designed and if not, problem solve with teacher to minimally modify intervention and/or document intervention changes within the Aimsweb system.

Check with the teacher approximately every 2 weeks for the duration of the intervention to determine:

- o Whether the intervention is being implemented as described during the Rtl Team meeting
- o Whether teacher is tracking accurate implementation