**Estimated Time for Coordinator & Facilitator Tasks**

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| **TASK** | **FREQUENCY** | **DURATION** | **TIME/WEEK** |
| Morning Check-in  *Facilitator* | Daily | 20 minutes | 100 minutes |
| Afternoon Check-out and Entering DPR Data  *Facilitator* | Daily | 20 minutes | 100 minutes |
| Maintain Records:  a. Parent reports  b. Student DPRs  *Facilitator* | Daily | 10 minutes | 50 minutes |
| Orientation for students, families and teachers who are new to the program  *Coordinator with Facilitator* | As needed | 30 minutes each time a new student begins the program | 30 minutes |
| Prioritize students who will be discussed during team meetings  *Coordinator with Facilitator* | As often as the team meets | 10 minutes | 10 minutes |
| Print student graphs that will be reviewed during team meetings  *Coordinator* | As often as the team meets | 15 minutes | 15 minutes |
| Complete tasks from team meeting (e.g., implementation checks, social validity surveys, graduation ceremonies)  *Coordinator* | Daily | 20 minutes | 100 minutes |
| Estimated Total Time Required = 7–10 hours/week | | | |
| Recommended Roster Limits  No more than 30 students per facilitator at the secondary level (middle, junior high, high school). Approximately  15-20 students per facilitator at the elementary level.  (See Crone, Hawken, and Horner, 2010, p. 92) | | | |