

SHARED RESPONSIBILITY CHART for AAC USERS and SCHOOL STAFF

STUDENT'S NAME: _____

OSIS: _____

STUDENT

- Will have the AAC device with him/her in all school locations
- Will use the device purposefully to interact with others
- Will adhere to the behaviors established for use of a communication device
- Will "master" (consistently use) Core Language; only then should the language on the device be expanded

Parent/Guardian's Name: _____

Contact Info: _____

FAMILY

- Will make sure the AAC device is charged every night
- Will make sure the device comes to school each day
- Will follow the rules for use of an IEP-mandated device
- Will practice "homework" activities sent home by the school to foster carryover of skills on device use

Teacher's Name: _____

TEACHER

- Will phrase questions to fit the "answers" (available vocabulary) on the student's AAC device
- Will verbally prompt the student as needed to encourage use of the device
- Will educate others on how the student communicates
- Will encourage peers to interact with the student to facilitate device use in social situations
- Will be accepting of brief responses from the AAC user during class time

Paraprofessional's Name: _____

PARA

- Will provide encouragement and reminders to the student on use of the AAC device
- Will be the primary support for promoting communication during class time
- Will receive direction from the SLP on how to support the communication needs of the student
- Will receive direction from the OT/PT on how to support the positioning and access needs of the student
- When instructed, will provide hand-over-hand guidance to the student as he/she uses the device

Speech Therapist's Name: _____

SLP

- Will model the use of Alternative Language in the classroom
- Will instruct and demonstrate to classroom staff the prompting that the student requires for use of the device
- Will model various ways for the student to interact in class (for example, will suggest phrasing of questions)
- Will "teach" the messages on the device to the student and will show the teacher how this is done
- Will provide AAC homework and guidance for device use at home

OT's Name: _____

PT's Name: _____

OT/PT

- Will push-in to support the student's physical access to the device during class time
- Will advise classroom staff on prompts that will improve physical access
- Will instruct classroom staff on the optimal placement and positioning of the device
- IF pullout is needed, will include the use of the device into the student's therapy sessions, since *communication is mandated in all school settings, including therapy sessions*

Administrator's Name: _____

ADMIN

- Will foster a culture that is accepting of the use of Alternative Language throughout the school
- Will have an expectation that all school staff will collaborate as described above
- Will be aware of staff's needs for support / training on the areas described above, and will request support from Coaches, Assistive Technology Team, or UDL Team; will send staff to PDs accordingly