*Special*Services *Recommended Roles for Staff Members*

> *The 4 preset SpecialServices user roles should not be modified unless you are enabling/ disabling the self-assign resource permissions for the CASE MANAGER or SERVICE PROVIDER roles. For more information on user roles and resource permissions, see the* User Roles *or* Resource Permissions Overview *instructional sheets.*

Typical District Staff Members	I want to...	Recommended Role
Administrative Assistant Assistant Principal Guidance Counselor Office staff members Principal School Psychologist	• Locate the case manager for a student • Assign students/staff members to a caseload • Create/view all student documents • Collaborate with colleagues on student documents • Search for/view the **Student Profile** screen for all students in a district • Assign colleagues as service providers/case managers to students	Administrator
Services Intervention Specialist (Occupational Therapist; Physical Therapist) Speech/Language Pathologist	• Assign myself as a case manager or service provider to my caseload of students • Create student documents • Assign colleagues as service providers • Collaborate with colleagues on student documents • Share my caseload with an administrator • Add students to/remove students from my caseload • Add/remove colleagues as service providers (assign/ unassign students to a related service)	Case Manager and/or Service Provider
General Intervention Specialist Resource Room & Inclusion Intervention Specialist	• Assign myself as a case manager or service provider to my caseload of students • Create student documents • Assign colleagues as service providers • Collaborate with colleagues on student documents • Share my caseload with an administrator • Add students to/remove students from my caseload • Add/remove colleagues as service providers (assign/ unassign students to a related service)	Case Manager
General Education (Classroom) Teacher	• View documents for students in my class • Collaborate with colleagues throughout the RTI (Response to Intervention)/IAT (Intervention Assistance Team) processes • Collaborate with colleagues on student PRs (Progress Reports) • Review IEP Summaries for students in my class • Search for/view the **Student Profile** screen for all students in my class	General Education