

**PBIS Team Leadership, Roles, and Groups**

**The Main Roles and Task of the PBIS Leadership Team**

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| **Role** | **Duty Before** | **Duties During** | **Duties After** |
| **Administrator** | * Approves Team Leaders plan for meeting
 | * **Attends meeting**
* **Guides rather than dictates**
 | * **Serves as spokesperson to staff and community**
* **Monitors and provides staff feedback**
 |
| **Team Leader** | * **Provides agenda items to Minute Taker**
* **Determines date, time, and locations of meeting**
 | * **Starts meeting on time**
* **Manages the “flow” of the meeting**
* **Prompts team members**
* **Asks questions**
* **Keeps people on track**
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| **Time-Keeper** |  | * **Keeps track of amount of time spent on topics and amount of time left in the meeting.**
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| **Data Analyst** | * **Describes potential new problems**
* **Provides Big 5 data**
* **Provides updates on previous problems**
* **Distributes data report to team**
* **Asks Team Leader to add potential new problems to agenda**
 | * **Leads discussion of potential new problems**
* **Responds to team member questions about Data**
* **Is an active participant**
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| **Minute taker/Recorder** | * **Collects agenda items from Team Leader**
* **Prints copies of the agenda for team**
 | * **Asks for clarifications when needed**
* **Is an active participant in meeting**
 | * **Shares copies of completed minutes to all team members within 24 hours**
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| **Snack Master (Share responsibility)**  |  | **Bring yummy snacks to motivate the team!**  |  |

**\*Modified from Midwest PBIS**



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**All teams should consider having groups or individuals that are responsible for:**

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| **Roles** | **Responsibilities** |
| **Communication** | **Facilitates communication between staff, students, parents, and stakeholders.** |
| **Teaching** | **Responsible for creating, distributing, and scheduling behavioral lesson plans.** |
| **Data** | **Regularly aggregates and shares data with the school, families, communities, etc.** |
| **Acknowledgements** | **Creates, teaches, schedules and focuses on acknowledgements for students and staff.** |
| **Professional Development** | **Develops professional development for staff to scaffold their learning about PBIS.** **This responsibility may fall on the whole team or a group but it should be made a priority to build your staff’s understanding, language, and buy-in.**  |