

## Team Member Roles and Responsibilities

1. **School Administrator** – Attends and actively participates in monthly PBIS meetings, encourages and supports team efforts, secures resources for PBIS planning and implementation.
2. **Team Leader/Facilitator** – Prepares and distributes agenda, reviews meeting purpose and facilitates the meeting process and progress.
3. **Coaching Content 'Expert(s)'**
  - a. Systems Change – Understands the need for a shared vision, collaborative communication, and structured planning and problem-solving using data to build capacity
  - b. MTSS – Understands the need to integrate academic and behavioral instruction, delivered to all students in varying intensities based on student need
  - c. PBIS – Understands the application of evidence-based instruction and systems to assist schools in improving academic performance and decreasing problem behavior
  - d. Principles of Behavior - Understands the application of basic behavioral principles
  - e. Problem-Solving - Understands and is able to effectively facilitate the 4-step problem solving process using data
4. **Data Specialist** - Enters and accesses data from the data system
5. **Recorder** - Takes notes; Transcribes team member responses
6. **Timekeeper** - Monitors time; Keeps team aware of time limits
7. **Point of Contact** –Ensures evaluation data is shared with the team and used to plan Tier 1 implementation
8. **Classroom Teacher Liaison** – Point person for communicating between the team and staff regarding PBS and behavior issues. Supports Tier 1 implementation in the classroom ( e.g., modeling lesson plans, sharing classroom issues with the PBS team, ensuring teacher needs are heard and addressed)
9. **Family Liaison** – Ensures family input and perspectives are obtained and considered; communicates information to and from family stakeholders and the team
10. **Student Liaison** (typically secondary level) - Ensures student input and perspectives are obtained and considered; communicates information to and from students and the team
11. **Snack Master** – Provides snacks at each PBS team meeting