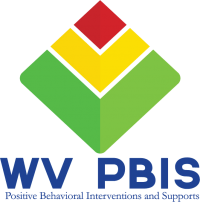


**PBIS Team Leadership, Roles, and Groups**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |
| **Time-Keeper** |  | * **Keeps track of amount of time spent on topics and amount of time left in the meeting.** |  |
| **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** |  |
| **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** |
| **Snack Master (Share responsibility)** |  | **Bring yummy snacks to motivate the team!** |  |

**\*Modified from Midwest PBIS**



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

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

|  |  |
| --- | --- |
| **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.** |