

Tier 2 Team Roles and Responsibilities

Role	Responsibilities BEFORE Meeting	Responsibilities DURING Meeting	Responsibilities AFTER Meeting
Administrator	• Approve agenda for meeting	• Attend and participate in meeting	• Complete any follow-up tasks for which an administrator is required
Team Leader/ Facilitator	• Develop agenda with input from team • Send to team members	• Facilitate meeting	• Follow up on assigned tasks • Seek input from team members/staff
Data Specialist	• Access and compile school-wide behavior data	• Share data and lead discussion to determine if any students have met the data decision rules established by the team	• Provide updates for communication coordinate to share with staff
Recorder/ Secretary	• Provide meeting reminder to team	• Keep meeting minutes	• Distribute meeting minutes to team members
Timekeeper	• Review time slots on agenda	• Maintain time parameters • Use established signal to keep team on task	• Lead conversation for evaluation of meeting
Communication Coordinator	• Collect and compile feedback and/or input from staff	• Share compiled feedback/input from staff • Lead planning for stakeholder communication	• Provide updates to staff • Coordinate stakeholder communication (<i>e-mails, newsletters, website, etc.</i>)
Intervention Coordinator	• Prepare summary of student progress monitoring data • Prioritize which student's data will be reviewed • Gather any new nominations	• Present update on data and facilitate focused conversation • Discuss any nominations of new students	• Share data highlights with staff • Collect any other necessary data
All Team Members	• Review meeting notes • Preview agenda • Bring completed materials	• Follow meeting norms • Provide input	• Set the positive tone and example • Complete assigned tasks