

The Main Roles and Task of the PBIS Tier 1 Team

Role	Duty Before	Duties During	Duties After
Administrator	<ul style="list-style-type: none"> Approves Team Leaders plan for meeting 	<ul style="list-style-type: none"> Attends meeting Guides rather than dictates 	<ul style="list-style-type: none"> Serves as spokesperson to staff and community Monitors and provides staff feedback
Team Leader	<ul style="list-style-type: none"> Provides agenda items to Minute Taker Determines date, time, and locations of meeting 	<ul style="list-style-type: none"> Starts meeting on time Manages the “flow” of the meeting Prompts team members Asks questions Keeps people on track 	
Timekeeper		<ul style="list-style-type: none"> Keeps track of amount of time spent on topics and amount of time left in the meeting. 	
Data Analyst	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Leads discussion of potential new problems Responds to team member questions about Data Is an active participant 	
Minute taker/Recorder	<ul style="list-style-type: none"> Collects agenda items from Team Leader Prints copies of the agenda for team 	<ul style="list-style-type: none"> Asks for clarifications when needed Is an active participant in meeting 	<ul style="list-style-type: none"> Shares copies of completed minutes to all team members within 24 hours
Snack Master (Share responsibility)		<ul style="list-style-type: none"> Bring yummy snacks to motivate the team! 	



PBIS Tier 1 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.