



JASPER CITY SCHOOLS PST

DESCRIPTION OF ROLES & ASSIGNMENTS

Chairperson
<ul style="list-style-type: none">• Schedules and conducts meeting• Sends email reminders to team members• Maintains tracking log of all students involved in the PST process• Collect vision/hearing consent form and file copy of screening results in student's Intervention Folder
Principal or Assistant Principal
<ul style="list-style-type: none">• Conduct classroom walkthroughs for Tier II and Tier III to monitor fidelity• Facilitate implementation of PST at your school• Provide or coordinate continuous professional development• Attend PST meetings
Counselor
<ul style="list-style-type: none">• Complete <i>PST Sign-In and Minutes Form</i> and email/fax to Chairperson, Principal or Asst. Principal, and Central Office each month• Complete the <i>PST Transition Report</i> on students that are transferring or withdrawing• Complete the <i>PST Annual Report</i> and send to Central Office at the end of the year
Teachers
<ul style="list-style-type: none">• Attend Grade Level meetings to collaborate on and monitor students who are struggling• Review Referral folder for all appropriate documentation before presenting to PST• Keep ongoing progress monitoring notes and data in Referral folder• Collect Referral folders from classroom teacher the day before the PST meeting for each student on the PST tracking log• Present data and monitoring notes to PST• Note any changes in interventions or strategies in Referral folder and return to classroom teacher
Special Education Teacher
<ul style="list-style-type: none">• Collaborate with PST on effective instruction and specific interventions• Monitor data collection process for fidelity• Review and interpret progress monitoring data with other team members• Complete <i>Student Intervention Plan (SIP)</i> and document data on <i>SIP Data Graph</i>• Assist classroom teacher with FBA & BIP documentation as needed.