

PBIS Tier I and Tier II Team Roles and Responsibilities

School: _____

	Responsibilities Before Team Meeting	Responsibilities During Team Meeting	Responsibilities After Team Meeting
Chairperson _____	<ul style="list-style-type: none"> • Develop agenda with input from team • Send agenda to team members 	<ul style="list-style-type: none"> • Facilitate the meeting 	<ul style="list-style-type: none"> • Follow up on assigned tasks • Seek input from team members/staff
Secretary _____	<ul style="list-style-type: none"> • Provide meeting reminder to team 	<ul style="list-style-type: none"> • Keep meeting minutes 	<ul style="list-style-type: none"> • Distribute team minutes to members
Intervention Coordinator(s) _____	<ul style="list-style-type: none"> • Prepare summary of student progress monitoring data • Prioritize which student's data will be reviewed • Gather any new nominations 	<ul style="list-style-type: none"> • Present update on data and facilitate focused conversation • Discuss any nomination of new students 	<ul style="list-style-type: none"> • Share data highlights with staff • Collect any other necessary data
Communication Coordinator _____	<ul style="list-style-type: none"> • Collect and compile any feedback and/or input from staff 	<ul style="list-style-type: none"> • Share compiled feedback/input from staff • Lead planning for stakeholder communication 	<ul style="list-style-type: none"> • Provide updates to staff • Coordinate stakeholder communication (e-mails, newsletters, website, etc.)
Time Keeper _____	<ul style="list-style-type: none"> • Review time slots on agenda 	<ul style="list-style-type: none"> • Maintain time parameters • Use established signal to keep team on task 	<ul style="list-style-type: none"> • Lead conversation for evaluation of meeting
Cheerleader _____	<ul style="list-style-type: none"> • Prepare summary of status of staff recognition activities 	<ul style="list-style-type: none"> • Provide update on staff recognition activities • Lead the planning for targeted recognition for staff 	<ul style="list-style-type: none"> • Carry our recognition activities with staff
Historian _____	<ul style="list-style-type: none"> • Disseminate updates of products 	<ul style="list-style-type: none"> • Lead discussion on any new files 	<ul style="list-style-type: none"> • Maintain electronic database of team products and back up database regularly
All Members _____	<ul style="list-style-type: none"> • Review meeting notes • Preview agenda • Bring completed materials 	<ul style="list-style-type: none"> • Follow meeting norms • Provide input 	<ul style="list-style-type: none"> • Set the positive tone and example • Complete assigned tasks