

Sample PBIS Team Roles	Name(s)
<p><u>Team Leader</u> The team leader ensures that an agenda is prepared and shared with team members prior to each team meeting for viewing. Team Leader ensures that each team member knows what they are responsible for and prepared for each meeting. This person seeks information and opinions, asks for facts and feelings from each team member, and summarizes main points of discussion. This role is very important because the team leader leads the group through the tasks.</p>	Team Leader
<p><u>Recorder</u> The recorder writes down the work of the group and updates the Action Plan during each meeting. This role involves capturing the team meeting discussion including a review of the data, and recommended strategies and interventions to share with the stakeholders. This role is very important because it is necessary to keep a record of the work done.</p>	Recorder
<p><u>Coach</u> The coach is directly responsible for all PBIS applications including the Tiered Fidelity Inventory (TFI) and Self-Assessment Survey (SAS). The coach ensures the team is meeting regularly, using data for decision making, and implementing all the Critical Elements of PBIS with fidelity. The Coach may also keep the Action Plan and Product Book updated.</p>	Coach
<p><u>Reporter/Communicator</u> This person(s) is responsible for reporting back the work of the team to the larger/smaller group. This role is very important because the communication to all stakeholders will be crucial in the learning process and implementation of PBIS.</p>	Reporter/Communicator
<p><u>Data Analyst</u> This person should have ready access to available school data, including, but not limited to discipline information, etc. This role is important because data drives problem solving and decision-making.</p>	Data Analyst
<p><u>Behavior Specialist</u> This person should have a basic understanding of functions of behavior. This role helps to ensure a focus on the root cause of behavior to be proactive with problem solving.</p>	Behavior Specialist

*You may want to consider having a team member that is the lead for Lesson Plans to ensure teaching is consistent, complete and communicated in a timely manner. You may also consider ensuring that a team member is responsible for updated the Acknowledgment Systems and continually monitoring if stakeholders are motivated. You may have team members with multiple roles or back-up members for each role for absences etc.