

Sample Team Roles	Name(s)
<p>The administrator encourages and supports PBIS Leadership Team efforts by creating an environment conducive for successful PBIS implementation. The administrator will:</p> <ul style="list-style-type: none"> • Serve as the School District point of contact • Attend District PBIS trainings • Oversee the school’s PBIS assessment and SWIS accounts • Complete and collect data required for PBIS school evaluation and reports (TFI, SAS, EOY reports, etc.) • Ensure accuracy and consistency of SWIS data entry • Secure resources for PBIS planning and implementation 	Administrator
<p>The coach is the go-to person for school-wide PBIS implementation by guiding efforts with fidelity. The coach will:</p> <ul style="list-style-type: none"> • Ensure equal distribution of roles and responsibilities across all team members for PBIS implementation • Assist with school walkthroughs • Manage the development of the PBIS product book • Oversee the development of the School-wide PBIS Action Plan as well as the distribution of action items • Collaborate with School District Coordinator for external support • Attend District PBIS trainings and coaches’ meetings • Obtain access to PBIS assessments and SWIS accounts 	Coach
<p>The team leader/facilitator facilitates the PBIS Leadership Team Meeting’s process and progress. The Team Facilitator will:</p> <ul style="list-style-type: none"> • Develop meeting agenda and disseminate prior to the meeting • Set meeting goals and objectives • Facilitate the PBIS Leadership Team Meetings • Ensure the PBIS Leadership Team meets monthly • Ensure team norms are followed • Maintain Sign-In sheets 	Team Leader/Facilitator
<p>The recorder keeps the notes of the PBIS team. The recorder will:</p> <ul style="list-style-type: none"> • Update the Action Plan during each meeting • Take minutes of each meeting 	Recorder

<p>The reporter or communicator can be several or all team members. The communicator will:</p> <ul style="list-style-type: none"> • Report back the work of the PBIS Team to the entire staff • Report back the work of the PBIS Team to their grade level or content team • Update communication systems that the school utilizes to communicate with parents and community members 	<p>Reporter/Communicator</p>
<p>The data analyst leads the PBIS Leadership Team through the data and problem-solving processes. The data specialist will:</p> <ul style="list-style-type: none"> • Analyze data and lead data discussions to formulate problem solving for PBIS Leadership Team Meetings • Develop precision statement(s) for PBIS Leadership Team Meetings • Prepare behavior/SWIS data for additional meetings as requested • Attend SWIS and problem-solving trainings • Ensure accuracy and consistency of SWIS data entry 	<p>Data Analyst</p>
<p>The behavior specialists should have a basic understanding of functions of behavior. The behavior specialists will:</p> <ul style="list-style-type: none"> • Ensure a focus on the root cause of behavior • Ensure that the team is focused on proactive strategies • Ensure the team is using evidence-based strategies and interventions 	<p>Behavior Specialist</p>
<p>All team members are responsible for being active supporters, implementers and leaders of PBIS in the school. All team members will:</p> <ul style="list-style-type: none"> • Attend PBIS school meetings monthly • Participate in the PBIS action planning process and complete assigned tasks • Follow meeting norms • Work to gain more knowledge and understanding of behavior • Become knowledgeable about PBIS outcome data and EOY reporting • Set positive tone and lead by example – encouraging, teaching, prompting and providing practice and modeling for PBIS 	<p>All Team Members</p>

<ul style="list-style-type: none">• Organize and promote professional learning activities• Communicate with students, families, and staff about PBIS implementation and use of the framework throughout the school	
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