

# TEAM MEMBER ROLES AND RESPONSIBILITIES

**TEAM LEADER:** starts the meeting, reviews the purpose of the meeting, and facilitates the meeting by taking the team through the agenda.

**RECORDER:** takes notes, transcribes the team's responses on flip chart paper, transparency, etc.

**TIMEKEEPER:** monitors the amount of time available, keeps the team aware of time limits by giving "warnings" (i.e. "10 minutes left").

**DATA ANALYST:** is trained in entering and accessing data from the SWIS, prepares data for meetings.

**BEHAVIOR SPECIALIST:** competent with behavioral principles and assists in analyzing data; this person needs to have the skills, not necessarily a title.

**COMMUNICATIONS:** acts as the point person for communication between the team and staff regarding PBIS and behavior issues.

## **PBIS COACH**

- Is familiar with the school-wide discipline process
- Facilitates team throughout the process (ensures critical elements are in place)
- Attends all trainings/meetings with their school-based teams
- Receives extended and ongoing training from GA PBIS Team
- Is an active and involved team member, but not the Team Leader
- Is the main contact person for the school-based team
- Reports to the District Coordinator

## **ADMINISTRATOR**

- Plays an active role in the school-wide PBIS change process
- Actively communicates their commitment to the process
- Familiar with school's current data and reporting system
- If a principal is not committed to the change process, it is unwise to move forward in the process
- Actively encourages team efforts, provides planning time, feedback, and supports initiatives

## **TEAM TASKS**

- Develop, monitor, and evaluate the school-wide PBIS action/implementation plan
- Hold regular team meetings (at least monthly)
  - Analyze behavior, attendance and academic data
  - Make changes to the existing database
  - Problem-solve solutions to critical issues
  - Begin to outline actions for the development of a plan
- Maintain communication with staff and coach
- Evaluate progress
- Report outcomes to District Coordinator

# TEAM MEMBER ROLES AND RESPONSIBILITIES

## TEAM ROLES

### 6-8 MEMBERS

ROLE	NAME
<b>TEAM LEADER*</b>	<b>Walida Byars</b>
<b>PBIS COACH*</b>	<b>Tiffany Draper</b>
<b>DATA ANALYST*</b>	<b>Michelle Gillham, Pedro Cos</b>
<b>BEHAVIOR SPECIALIST*</b>	<b>Rebeca Heacox</b>
<b>RECORDER*</b>	<b>Hayley Cady</b>
<b>TIME KEEPER*</b>	<b>Tekeisha Abney</b>
<b>ADMINISTRATOR*</b>	<b>Michelle Gillham</b>
<b>OTHER TEAM MEMBER(S)</b>	<b>Michelle Gillham, Shantay Evans, Jennifer Mcguffey, Ashley Winsett</b>

\*Required Role for PBIS Team

## COMMITTEE ROLES

COMMITTEE		ROLE
<b>PBIS Student Store</b>		.
<b>PBIS Newsletter</b>	<b>Heacox</b>	<b>Provide information and success stories, recognize PBIS students of the month, announce upcoming events, reminders, explanations of behavior standards and consequences of misbehavior, survey results, etc.</b>
<b>Behavior Flow Chart/Reflection Forms</b>	<b>Gillham, Draper</b>	<b>Update behavior flow chart/reflection forms as needed.</b>
<b>Tier Behavior II</b>	<b>Watson, Evans, Gillham, Lauderdale, Goodwin</b>	<b>Provide additional classroom behavior support through the involvement of classroom teachers, grade level, and Tier 2</b>

## TEAM MEMBER ROLES AND RESPONSIBILITIES

	<b>Draper, McFarland, Goodwin, McDowell</b>	<b>team representatives (e.g. administrator, counselor, school psychologist, special educator), and PBIS county coordinators. The initial work is to support students who do not respond to Tier 1 support with the support of the grade level teachers.</b>
<b>Data Analysis</b>	<b>Gillham, Cos</b>	<ul style="list-style-type: none"> <li>- <b>Gathers current data for previously-defined problems</b></li> <li>- <b>Drill down data information in order to share current levels of previously-defined problems or precision statements for potential new problems</b></li> <li>- <b>Identifies Potential New Problems (if any)</b></li> <li>- <b>Asks Facilitator to add any potential New Problems to list of agenda items for upcoming meeting</b></li> <li>- <b>Provides precision problem statement for potential new problem to minute taker to add to meeting minutes form in New Problem section.</b></li> <li>- <b>Data about current levels of all problems (old and new)</b></li> </ul>
<b>PBIS Posters/Matrix</b>	<b>Gillham, Draper</b>	<b>Update PBIS posters and matrix as needed</b>

## TEAM MEMBER ROLES AND RESPONSIBILITIES

### **PBIS Meeting Dates 2021 - 2022**

**Time: 2:45 - 3:30**

**Sept. 15<sup>th</sup>**

**Oct. 27<sup>th</sup>**

**Nov. 17<sup>th</sup>**

**Dec. 15<sup>th</sup>**

**Jan. 19<sup>th</sup>**

**Feb. 16<sup>th</sup>**

**March 16<sup>th</sup>**

**April 20<sup>th</sup>**

**May TBA**