**PBIS Team Roles**

*PBIS Tier I Teams typically consist of 6-10 members, based on the size, needs and availability of staff and school.*

**Tier I: Universal PBIS Team**

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| --- | --- | --- | --- |
| **Team meets monthly, 1 hour minimum** | **Member** | **Typically filled by** | **Role & Responsibilities** |
| Site Administrator | Principal and/or  Vice/Assistant Principal | Takes a lead in guiding problem solving & supports staff time for PBIS meetings. |
| PBIS District Supported Team Coach | District level staff:   * School Psychologist * Counselor * Teacher on Special Assignment * Other | Supports the school teams that are implementing PBIS.  Attends PCOE Coaches Institutes (3x per year). |
| PBIS Team Lead | Certificated staff member | Facilitates monthly team meetings.  Serves as the lead contact for the team.  Works with the District Coach in implementing PBIS.  Attends PCOE Coaches Institutes (3x per year). |
| Classified and Certificated Staff | Certificated & Classified Staff representing various grade levels, departments, special programs, campus supervisors, and paraprofessionals. | Acts as active team member, providing input on school-wide matters.  Communicates with and solicits feedback from colleagues and stakeholders about PBIS implementation progress and priorities. |
| Member with behavioral expertise | Behaviorist/Counselor/Psychologist | Provides technical expertise to guide intervention. |
| Family Member(s) | Parent(s)/Caregiver(s) representative of students, cultures and community. | Provides consultation of how PBIS can carry into the home.  Helps establish the engagement needed for shifting the school wide culture. |

**Meeting Agenda Form:** For meetings held after Day 1 of Training, use Into TIPS Meeting Agenda Form: *Document 6*

For meetings held after Day 4 of Training, use TIPS Meeting Agenda: *Document 45*

**Additional needed assignments for individuals on the PBIS Team, using TIPS Meeting Agenda Form:**

Minute Taker/Recorder: Prepares meeting agenda form, completes meeting agenda form during team meeting  
Timekeeper: Monitors the amount of time available & keeps the team aware of time limits

Data Analyst: Provides [SWIS](http://www.swis.org/) (*School-Wide Information System*) data summaries to the team for data based decision making

**PBIS Team Roles**

*PBIS Tier II/III Intervention Teams typically consist of 5-8 members; some team members also serve a role on the Tier I PBIS team.*

**Tier II/III: Intervention Team**

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| --- | --- | --- | --- |
| **Team meets every week or every two weeks** | **Member** | **Typically filled by** | **Role & Responsibilities** |
| Site Administrator | This should be the administrator who has primarily been involved in PBIS Tier I Team Meetings | Takes a lead in guiding problem solving & supports staff time for PBIS meetings. |
| PBIS District Supported Team Coach | District level staff: *(same person filling Tier I Coach role)*   * School Psychologist * Counselor * Teacher on Special Assignment * Other | Supports the school teams that are implementing PBIS.  Attends PCOE Coaches Institutes (3x per year). |
| Intervention Team Lead | Typically a Special Education teacher, Counselor, Social Worker or Teacher On Special Assignment | Monitors list of participating students and coordinates meeting schedule.  Attends PCOE Coaches Institutes (3x per year). |
| Tier II Intervention Coordinator | Staff with behavior skills/counseling/psychology background.  Typically a School Psychologist or Special Education Teacher. | Coordinates the logistics of Check In Check Out and other Tier II interventions at your site.  Gives feedback as to behavior interventions that may be appropriate for individual students. |
| Tier III Intervention Coordinator | Coordinates the logistics of Prevent Teach Reinforce (PTR) and other Tier III interventions at your site.  Gives feedback as to behavior interventions that may be appropriate for individual students. |

**Meeting Agenda Form:** Intervention Team Meeting Agenda:*Document 61*

**Intervention Team:**

* Teams may vary slightly between schools. This team meets to review data for students who are identified as needing additional supports.
* Team will help to support plans for identified students and review Request for Assistance forms/recommendations for students to participate in Tier II or Tier III Interventions.