
The Role of the Administrator Across the Tiers

— Katie Andreassen —

Please visit the following web address and complete the self-assessment survey found there in preparation for this presentation:

<https://tinyurl.com/yahoxhbg>

Presenter: Katie Andreasen

Brookfield PK-8 Assistant Principal

PBS Tier 1 Administrative Liaison

PBS Tier 2 Administrative Liaison

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Session Outcomes

- Attendees will gain an understanding of specific supports needed for each Tier
- Attendees will work on how to collaborate in creating an Action Plan that reflects this support
- Attendees will collaborate in an effort to share what supports they currently utilize for success
- Attendees will brainstorm ideas to integrate into the 2017-2018 school year to increase their role in SWPBIS

Survey

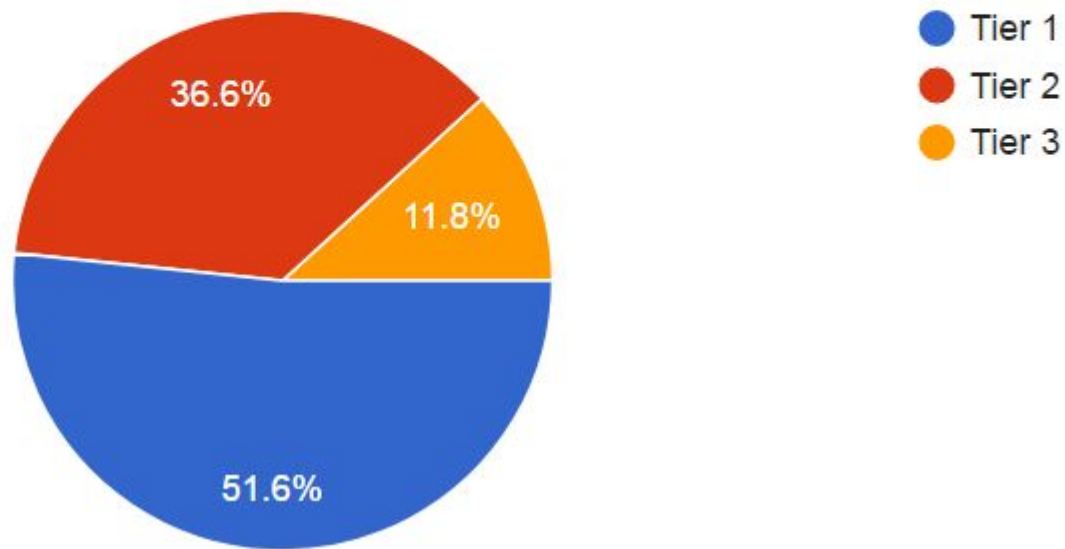
- A survey was created and approved by MO PBIS
- The survey was sent out to all Missouri Tier 1, Tier 2, and Tier 3 Coaches
- 153 PBS Coaches responded to the survey (graph shown in next slide)
- The following information is based on the results of this survey

If you would like to see a copy of the survey, which will be helpful, please go to this URL:

<https://tinyurl.com/y7npedol>

Which tier are you completing this form for?

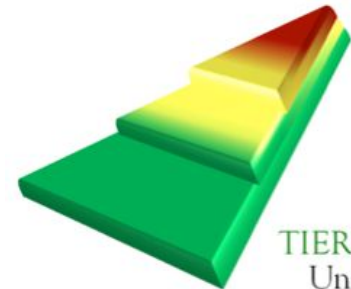
153 responses



Tier 1

Tier 1 or *Universal* SW-PBS is the core social skills curriculum to which all students have access across all school settings. The systems and practices put in place at Tier 1 help to ensure:

- That all students have been taught the behavioral expectations
- That they have been supported as they learn and become fluent in these behaviors
- That staff respond to social skills errors with teaching strategies rather than punishment.



TIER I: Core,
Universal

Please check all of the ways that your administrator supports your Tier 1 team.

79 responses



What is the number one thing your administrator is doing right now that best supports your tier?

Team Meetings

- Attends meetings and is an active participant
- Provides feedback
- Provides time for meetings
- Provides an adequate budget to sustain our Tier 1
- Supports the team and the process
- Provides access to data
- Looks at all the data with the team and is part of the decision making process
- Drives action planning and
- Shows appreciation for the team and its efforts
- Ensures fidelity in carrying out agreed upon committee ideas
- Recruits people that are believers in the program to lead the team
- Constantly communicates with the PBS coach

What is the number one thing your administrator is doing right now that best supports your tier?

Team Duties

- Works hard to make our PBS assemblies exciting and fun for the students
- Makes sure all PBS lesson plans are sent out to the staff

Family & Community

- Finds community support for funding
- Supports and communicates to staff the value of PBS helping families be more involved in PBS at the home level

What is the number one thing your administrator is doing right now that best supports your tier?

Support

- Provides Vocal support and is always positive about PBS
- Acknowledges the success of PBS
- Constantly reminds the students & staff of the PBS expectations
- Models and consistently reinforces PBS expectations with staff and students

Professional Development

- Provides time for Professional Development
- Attends training sessions
- Makes certain that team members have training opportunities and the resources needed to train the staff

What is the number one thing your administrator is doing right now that best supports your tier?

Faculty Meetings

- Ensures that PBS is first and always on agenda at every staff meeting
- Asks faculty and staff what is really working and what we might need to adjust to suit the needs of students

Student Behavior


- Processes and follows up with students who are referred to the office
- Focuses on the good behaviors

Teacher Growth & Evaluation

- Includes PBS in all her observations and evaluations

(Session 5H: The Eight Effective Classroom Practices & Teacher Evaluation: Working Together to Facilitate Teacher Growth)

What is the number one thing your administrator is doing right now that best supports your tier?

 **Guides the building in a direction that supports PBS**

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Support

- Acknowledge the success of PBIS
- Support PBIS more fully
- Have all building administration stand united in support of PBIS
- Include PBIS in correspondence more often
- Be more actively involved in the overall improvement of culture and practices
- Be an advocate for PBS
- Be a part of the entire PBS process
- Be less busy with activities/meetings outside the school so they can better implement the program and support our school and team by being present
- Give more direction as to where the program should go moving forward
- We need more hands on help from our administrator.

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Team Meetings

- Attend meetings
- Building and District administration communicate to allow for adequate meeting time
- Provide time to complete all required paperwork for PBS
- Provide adequate budget
- Dedicate a portion of the budget for recognition

Data

- Participate in data based decisions
- Help guide the decision making process
- Provide the needed data for meetings in a timely manner
- Provide better access to data

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Discipline

- Consistency regarding discipline
- Focus on major referrals and allow teachers to manage minor behaviors
- Be systematic with discipline data
- Focus more on preventative interventions instead of punitive consequences
- Follow the discipline policy that is associated with PBS

Family & Community

- Get the community involved

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Teacher Growth & Evaluation

- Back up their support of PBS with evaluations
- Hold all staff accountable for the fidelity of PBS practices
- Integrating PBS into formal, informal, and walk-through evaluations

Professional Development

- Allow time for staff professional development on PBIS
- Improve new staff training

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Staff Recognition

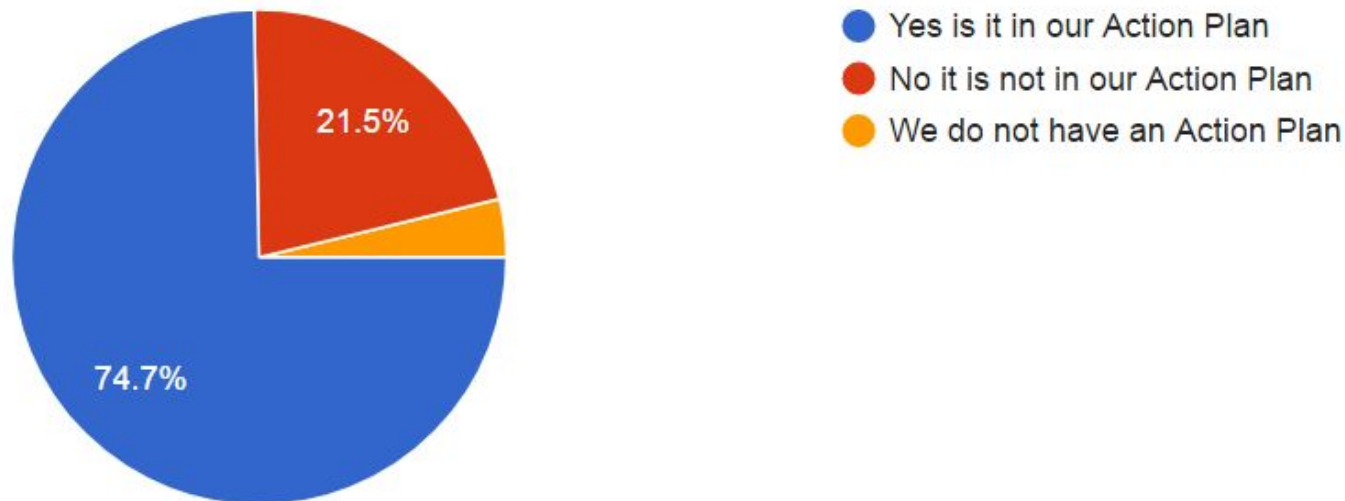
- Provide staff recognition
- Increase teacher recognition

Other Comments:

- Everything- they have no clue what's going on
- Honestly, my administrator isn't involved at all
- They do nothing to help- they make videos but they are not data based
- Sadly they do nothing

Do you have a section on your Action Plan titled "Administrative Support, Participation, and Leadership"?

79 responses



If you have an Action Plan, which of these items are the responsibility of the administrator

79 responses



What is this data telling us?

- Conveys to the School and Community the Value of PBS
- Adequate Budget
- Adequate Meeting Time
- Connecting PBS Practices to Teacher Growth and Evaluation
- Attending Tier 1 Meetings
- Adequate Training for Tier 1 Members
- Assist in Providing Ongoing Communication with all Stakeholders

Which of these bullets do you feel is NOT the role of the administrator?

Brookfield Middle School Tier 1 Action Plan: <https://tinyurl.com/y7t288jm>

Is there anything else you would like to share in regards to the role of the administrator at Tier 1?

- Please make it a priority to assist your staff members through this entire process.
- If an administrator does not support Tier 1 to its fullest, the program will not work properly.
- Without administrative support we could not have implemented this year.
- Administrative support is essential to success.
- If the administration isn't on board we can't make it!!
- It is mandatory that they administrator buy in and fully support all pieces!
- Our administrator makes PBS a top school priority but is not as personally involved as we would like.

Is there anything else you would like to share in regards to the role of the administrator at Tier 1?

- PBS has been at our school for several years now and I honestly feel like it's fizzling out. There's not a lot of attention or focus on it at all.
- I'm not sure what the budget is for. There does not seem to be one at our school. Possibly at the Coaches meetings next year explain a little more in detail what the budget is for and how other schools use it.
- We're using your Action Plan form and it doesn't say "Administrative Support, Participation, and Leadership". It only says "Leadership".
- Our PBIS is struggling due to lack of admin support. We do not even go over data at our faculty meetings like we are supposed to. The staff has had no sustainability of Tier 1 training. I am the Tier 1 coach and am ready to give up.
- Administration needs to be open to change and enforce implementation among staff.
- Administration needs to encourage other staff members to become team members.
- Ask for buy-in when hiring new staff.
- I would like assistance with discussing administration role and getting it added to our action plan

Brainstorming for Tier 1

- Attendees will collaborate in an effort to share what supports they currently utilize for success
- Attendees will brainstorm ideas to integrate into the 2017-2018 school year to increase their role in SWPBIS
- Attendees will work on how to collaborate in creating an Action Plan that reflects this support

Tier 2

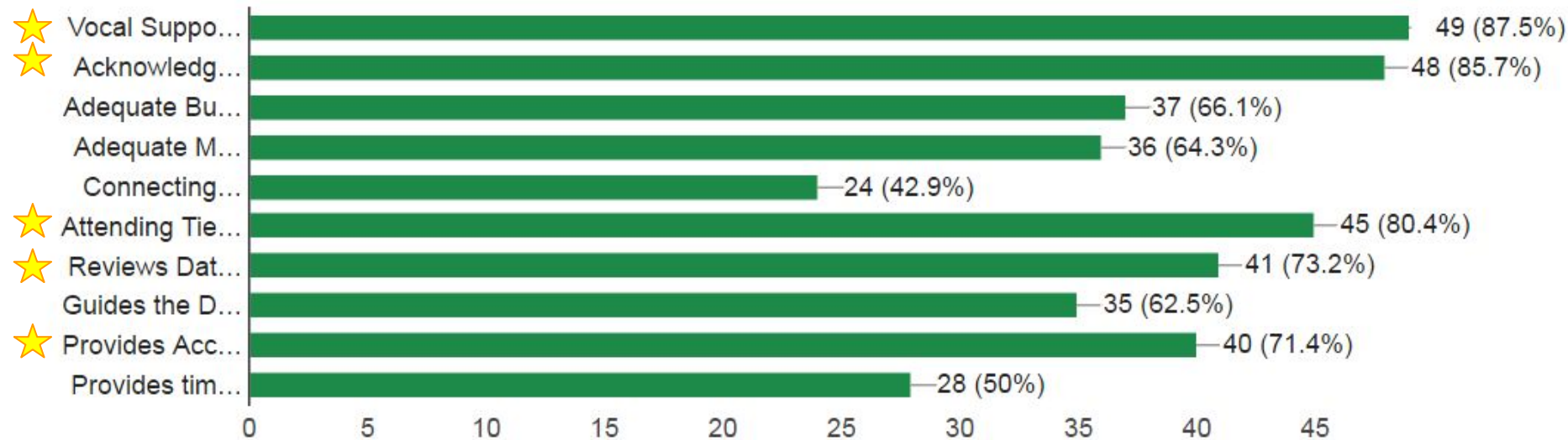
When implemented with fidelity, the majority of students will respond to the Tier 1 level of support. However, in some settings some students may continue to have difficulty exhibiting appropriate behaviors.

These students may require additional academic and/or behavioral supports. Tier 2 interventions provide a secondary layer of supports that can help many of these students to find success in school.



Please check all of the ways that your administrator supports your Tier 2 team.

56 responses



What is the number one thing your administrator is doing right now that best supports your tier?

Team Meetings

- Actively Participates on the Tier 2 team
- Leads the team meetings
- Provides adequate meeting time and additional time to work
- Provides collaboration time with staff
- Allows for the free movement of the team as needed
- Meets monthly with the building administrative team
- Meets monthly with the district administrative team
- Provides adequate budget

What is the number one thing your administrator is doing right now that best supports your tier?

Support

- Provides vocal support
- Provides encouragement
- Provides positive backing of PBS
- Consistently asks the Tier 2 committee if anything is needed
- Listens to concerns about Tier 2
- Supports the plans created at the Tier 2 level
- Works collaboratively with the Tier 2 team
- Requires all staff to participate

What is the number one thing your administrator is doing right now that best supports your tier?

Data

- Helps look at data
- Helps make decisions and supports us with all decision making
- Brings Major ODR information to each meeting
- Compiles monthly PBS data and shares it with coaches
- Works with the team to determine interventions for students
- Reports student concerns seen in the office to the team for an intervention assessment
- Meets with the team weekly to look at referrals and brainstorm strategies for students

What is the number one thing your administrator is doing right now that best supports your tier?


Tier 2 Interventions

- Allows others to take the leading role with Tier 2 interventions (coaches/assistant principal)
- Facilitates CICO and graduates students from the program
- Mentor multiple Tier 2 students
- Informs staff of the Tier 2 interventions and students who are participating

Additional

- Attends PBS trainings
- Gives feedback on what is working and ways to improve Tier 2
- Checks the fidelity of Tier 2 interventions
- Helps fill out the required paperwork

What is the number one thing your administrator is doing right now that best supports your tier?

 **Makes PBS a priority in the building and creates an environment where teachers are encouraged to utilize it**

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Team Meetings

- Attend RPDC meetings
- Attend Tier 2 Meetings
- Be a part of the Tier 2 team
- Come to meetings on time
- Schedule more time for the team to meet during the day
- Schedule more meeting times
- Keep a consistent routine of when the Tier 2 team meets to ensure communication and best practice
- Be more open to what the team decides is the best course of action
- Schedule more time for Tier 2 review, planning, and implementation

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Support

- Fully support the idea of PBS
- Provide more vocal support and push PBS more with all stakeholders
- Actively listen to teacher concerns

Budget

- Provide a budget

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Discipline

- Deal with discipline consistently

Follow-through

- Follow through with action planning
- Follow through with what they commit to doing
- Make sure teachers are following thru with lessons
- Make sure teachers are implementing the interventions correctly
- Make sure that all teachers are putting in majors and minors and being consistent

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Teacher Growth & Evaluation

- Connect PBS Tier 2 practices to teacher growth and evaluation

Professional Development

- Provide professional development time
- Provide more time to communicate and train staff on Tier 2 interventions

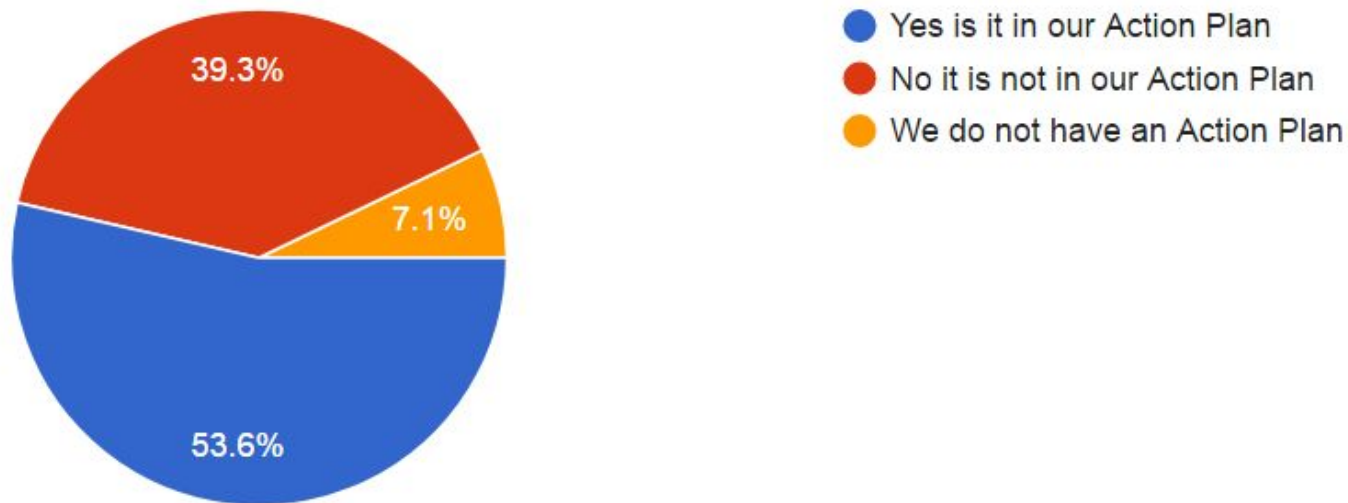
What is the number one thing that your administrator is not currently doing that you would like for them to do?

Other Comments:

- Seek out additional behavioral supports
- Be more proactive with requirements and desires
- As a new administrator ensure that you receive the training needed to understand what Tier 2 is and the interventions that support it
- Provide input, support decisions, and be present
- Allot time and energy to best support Tier 2 in the building

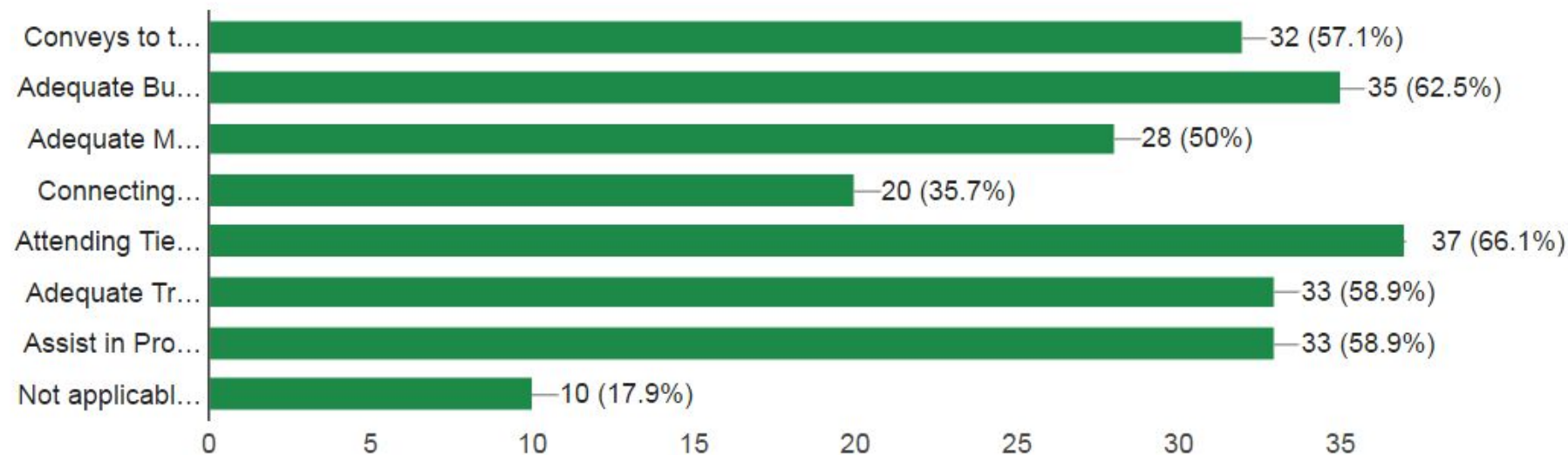
Do you have a section on your Action Plan titled "Administrative Support, Participation, and Leadership"?

56 responses



If you have an Action Plan, which of these items are the responsibility of the administrator

56 responses



What is this data telling us?

- Conveys to the School and Community the Value of PBS
- Adequate Budget
- Adequate Meeting Time
- Connecting PBS Practices to Teacher Growth and Evaluation
- Attending Tier 2 Meetings
- Adequate Training for Tier 2 Members
- Assist in Providing Ongoing Communication with all Stakeholders

Which of these bullets do you feel is NOT the role of the administrator?

Brookfield Middle School Tier 2 Action Plan: <https://tinyurl.com/y9v3xd7w>

Is there anything else you would like to share in regards to the role of the administrator at Tier 2?

- It is very important that administrators hold all faculty members accountable to following through and implementing Tier 2 aspects of SWPBS.
- No matter what Tier we are talking about consistency is the key no matter what.
- It is hard to pull in teachers to be that CICO person. Teachers do not like the paperwork.
- Our administrators go above and beyond in most areas because they want to know what is happening in our building so that they can relay that message to all staff. These duties are not written in our Action Plan but they all do them naturally.
- The administrator is key in the Tier 2 process. You need the full support of the administrator for Tier 2 interventions to be effective.
- Our staff needs more backing /support with discipline from administration.
- Our Tier 1 & 2 teams need a yearly plan for PD with staff.
- Having an involved administrator is vital to the success of a Tier 2 team.
- We currently work in Tier 3 school setting, but need to apply Tier 2 more.
- I definitely feel like the success of our PBIS program would not be what it is without the full support and involvement of our administrator.

Brainstorming for Tier 2

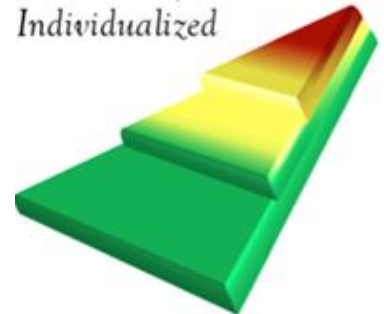
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- Attendees will brainstorm ideas to integrate into the 2017-2018 school year to increase their role in SWPBIS
- Attendees will work on how to collaborate in creating an Action Plan that reflects this support

Tier 3

Students exhibiting more chronic and/or intense behavior problems require specially designed and individualized interventions that match the need, or function, of the behaviors.

- Functional Behavior Assessments (FBA) are conducted and information from the FBAs are used to develop Behavior Intervention Plans (BIP).
- Expertise in the science of behavioral assessment is necessary for the development and implementation of individualized support plans.
- As with Tier 1 and Tier 2 systems of support, the development of Tier 3 systems, data, and practices are led by a team.

TIER III:
*Intensive,
Individualized*



Please check all of the ways that your administrator supports your Tier 3 team.

18 responses



What is the number one thing your administrator is doing right now that best supports your tier?

Team Meetings

- Is an active member of the Tier 3 team
- Attends all of the meetings and provides us with the necessary resources
- Is present at the meetings
- Meets with the team once a month
- Provides release time for team members if we need to get something done outside of the meeting

What is the number one thing your administrator is doing right now that best supports your tier?

Support

- 100% involvement and support throughout the entire process
- Supports team decisions
- Is a cheerleader for PBIS (verbal support)
- Supports professional development
- Supports staff when discussing with parents and teachers
- Connects PBS practices within the school environment

Teacher Growth & Evaluation

- Has emerging plans to connect PBS practices with teacher evaluations

(Session 5H: The Eight Effective Classroom Practices & Teacher Evaluation: Working Together to Facilitate Teacher Growth)

What is the number one thing your administrator is doing right now that best supports your tier?

Tier 3 Interventions

- Is one of the "Check-In/Check-Out" mentors so knows the kids and the focus of their interventions
- Allows us to have creative ways to support students

Data

- Assists team in interpreting data to help make decisions
- Collects all of the data for students in Tier 2 and Tier 2 interventions
- Meets with the focus room facilitator, counselor, district behavior coach and assistant principal to look at data

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Team Meetings

- Attend Tier 3 meetings
- Provide more opportunities to meet as a Tier 3 team
- Stay updated on Tier 3 practices
- Become more involved in developing systems and with Tier 3 practices

Professional Development

- Allow time for training on Tier 3 and its interventions during faculty meetings or PLC time
- Attend PBS based professional development activities

What is the number one thing that your administrator is not currently doing that you would like for them to do?

Teacher Growth & Evaluation

- Provide More Time in Schedule for Observations and Implementation Required of Team Members

Budget

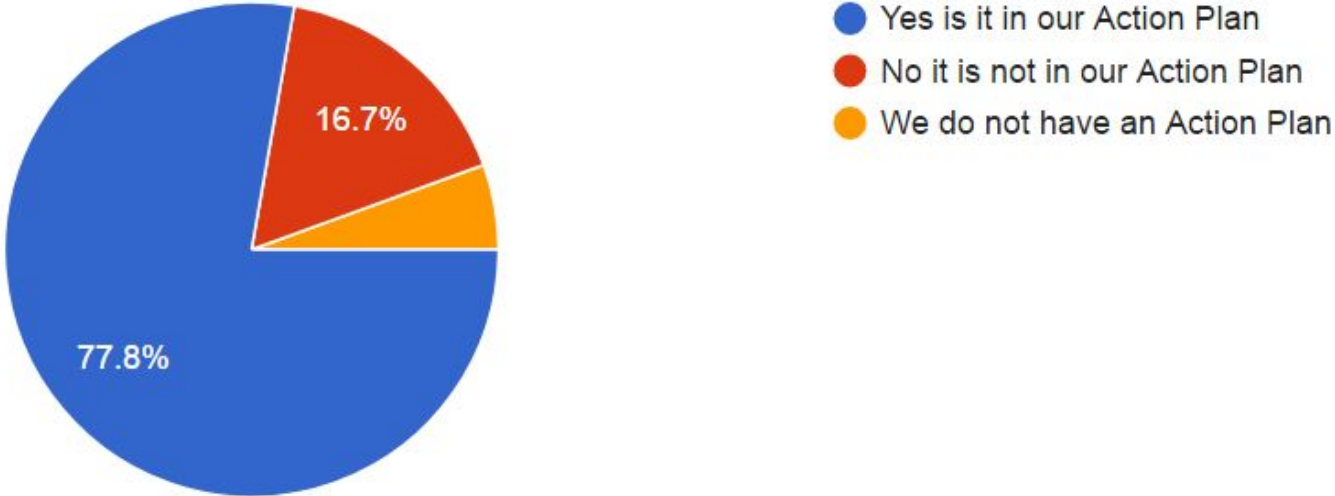
- Provide a PBS budget
- Provide more funding

Other Comments:

- We did not follow the Tier 3 process with all of the paperwork. We went off of teacher report, behavior referrals and wrote a behavior plan.

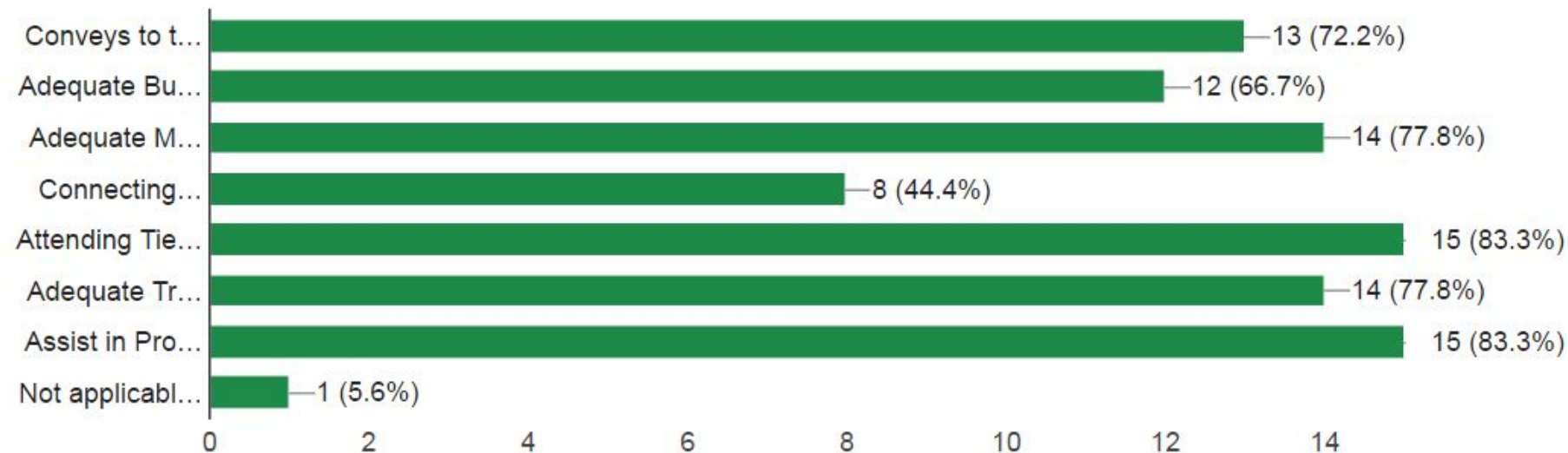
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What is this data telling us?

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- Adequate Budget
- Adequate Meeting Time
- Connecting PBS Practices to Teacher Growth and Evaluation
- Attending Tier 3 Meetings
- Adequate Training for Tier 3 Members
- Assist in Providing Ongoing Communication with all Stakeholders

Which of these bullets do you feel is NOT the role of the administrator?

Is there anything else you would like to share in regards to the role of the administrator at Tier 3?

- My administrator is very supportive and we have an action plan to improve all stakeholders learning regarding Tier 3 next school year.
- It's very important to have an administrator who believes in the PBS program and goes into it wholeheartedly.
- The administrator is key in helping and intervening as the students move up into the tiers. Often they are the ones that are doing the restorative practices with the students or working with the kids on consequences for their actions, etc.
- The Coaching Role is time consuming. The school needs a part or full time PBS Coaching position.
- Things definitely go smoothly when you have the support of your administrator.

Brainstorming for Tier 3

- Attendees will collaborate in an effort to share what supports they currently utilize for success
- Attendees will brainstorm ideas to integrate into the 2017-2018 school year to increase their role in SWPBIS
- Attendees will work on how to collaborate in creating an Action Plan that reflects this support

Administration's Roles and Responsibilities

- || ALL administrators are encouraged to participate in the process
- || Administrator should play an active role in the school-wide PBIS change process
- || Administrators should actively communicate their commitment to the process
- || Administrator should be 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

Administrator's support and active involvement

- ◆ Administrator attends ALL trainings and team meetings.
- ◆ Administrator provides allocation of resources for PBIS implementation
- ◆ Administrator puts time on staff agenda for PBIS updates
- ◆ Administrator actively promotes PBIS as priority, integrates with other initiatives/improvement activities
- ◆ Do we have it?

Administration's Roles & Responsibilities

Administrators must be committed to:

- Attend all training dates
- Communicate needs and successes with the District PBIS Team
- Participate in the roll out of PBIS
- Play an active role in the school-wide PBIS change process
- Actively communicate their commitment to the process
- Be familiar with the school's current behavioral data and reporting system
- Provide the necessary time and structures for the PBIS Team to meet and communicate with or present to the staff and students

Note: If a principal is not committed to the change process, it is unwise to move forward in the training

Define Administration's Roles and Responsibilities

Administrator should play an active role in the school-wide and agency PBIS implementation process

ALL administrators are encouraged to participate in the process

Support Behavioral Health staff



Administrator should be familiar with school's current data and reporting system

Administrators should actively communicate their commitment to the process



If a school principal or behavior health agency director is not committed to the PBIS process, it is unwise to move forward with a collaborative process!

Administration's Role

- Our administrators attend all PBIS meetings. At the meetings, “open and honest” talk about school climate and data is supported and encouraged.
- Administrators privately “drill down” data (especially referral data) to particular students in order to refer to interventions/SST Team.
- Administration works together to address concerns raised by the PBIS team. Support the use of incentives by presenting Eagle Letters and “taking tickets” at “Eagle Card” incentive events.
- Support staff by enforcing consistent discipline using the behavior matrix and a developed discipline matrix.
- Constant self (and team) and program re-evaluation!

PBIS Administrator Responsibilities:

- Support your role as Coordinator (your time, schedule)
- Promote & prioritize PBIS to ALL stakeholders
- Be active/visible on team;
- Troubleshoot systems level issues
- Attend monthly team meetings
- Volunteer for team tasks

Principal



Questions

Next Steps

Presenter: Katie Andreassen

Brookfield PK-8 Assistant Principal

PBS Tier 1 Administrative Liaison

PBS Tier 2 Administrative Liaison

Excelsior Springs Lewis Elementary Assistant Principal

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