MO SW-PBS Tier 2 Specialized Behavior Support Team Roles and Responsibilities

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|  | **Responsibilities**  **Before Team Meeting** | **Responsibilities During Team Meeting** | **Responsibilities**  **After Team Meeting** |
| Chairperson | * Develop agenda with input from team * Send to team members * Gather any new nominations and invite teacher(s), parents, students | * Facilitate meeting using ***MO SW-PBS Student Identification Guide*** and  ***MO SW-PBS Progress Monitoring Guide*** | * Follow up on assigned tasks * Seek input from team members and begin developing next agenda * Share data highlights with staff |
| Secretary | * Provide meeting reminder to team | * Keep meeting minutes | * Distribute team minutes to members |
| Intervention Coordinator(s) | * Prepare summary of student progress monitoring data * Prioritize which student’s data will be reviewed * Complete ***MO SW-PBS Pre-meeting Organizer*** form * Disseminate updates of products | * Present update on data and facilitate focused conversation * Lead discussion on any new products for handbook | * Notify and train teacher(s), students, and families * Coordinate fidelity and social validity checks * Collect and enter data in ***MO SW-PBS Advanced Tiers Spreadsheet*** * Maintain electronic database of team products and back up database regularly |
| Data  Manager | * The day before the meeting, ensure student data is up to date in ***MO SW-PBS Advanced Tiers Spreadsheet*** | * Attend meeting early to log in and set up projector * Enter new students into ***MO SW-PBS Advanced Tiers Spreadsheet*** * Project students’ graphs as requested by team * Update changes in interventions |  |
| Communication Coordinator | * Collect and compile any feedback and/or input from staff | * Share compiled feedback/ input from staff * Lead planning for stakeholder communication | * Provide updates to staff * Coordinate stakeholder   communication (e-mails,  newsletters, website, etc.) |
| Time Keeper | * Review time slots on agenda | * Maintain time parameters * Use established signal to keep team   on task | * Lead conversation for evaluation of meeting |
| All Members | * Review meeting notes * Preview agenda * Bring completed materials | * Bring ***MO SW-PBS Tier 2 Team Handbook*** to every meeting * Follow meeting norms * Provide input | * Set the positive tone and example * Complete assigned tasks |