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
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| Secretary | * Provide meeting reminder to team
 | * Keep meeting minutes
 | * Distribute team minutes to members
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| 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
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| DataManager | * 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
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| 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
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| 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
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