|  |  |  |  |
| --- | --- | --- | --- |
| Color EED**Role** | **Responsibilities** | **Person Responsible** | **Back-up** |
| Facilitator/ team leader | Prepare agenda, start the meeting, reviews the purpose of the meeting, and facilitates the meeting by keeping the team focused on each step. |  |  |
| Minute taker/ Action plan | Document minutes based on agenda and new areas identified. Completes action plans and disseminates information to Leadership Team. |  |  |
| Time Keeper | Monitors the amount of time available keeps the team aware of time limits by giving “warnings” (i.e., “10 minutes left”) |  |  |
| Data Analysis | Is trained in accessing data from the data system and pbisassessment.org. |  |  |
| Internal Coach | District-level (external) or school-based (internal) individual that facilitates the team through the process becomes the school’s main contact. |  |  |
| Administrator | Actively encourages team efforts, provides planning time, feedback, and support initiatives. |  |  |
| Other |  |  |  |
| Grade Level Team Communication | Acts as the point person for communication between the team and grade level staff. Represent SW-PBS Leadership team at staff meetings and through systems development. |  |  |
| * Elementary School |  |  |  |
| * Middle School |  |  |  |
| * High School |  |  |  |
| * Paraprofessional |  |  |  |
| * Other |  |  |  |

Please note: this document represents the “roles and responsibilities” of certain members of team. It does not represent all participants on team.