

School Leadership Team Description

The Leadership Team members must have a belief in the SW-PBS principles and be willing to model the implementation of the SW-PBS interventions. Team members are school staff that is respected, have effective communication skills and means, ability to organize, and can influence school policy, organization, and operations.

SW-PBS is a general education initiative. The Leadership Team is made up of representatives from administration, general education teachers, special education teachers, paraprofessionals, counselors, parents, community, and community and agency personnel. The team should consist of 3-8 members. Their primary purpose is to:

* Develop the school-wide SW-PBS action plan.
* Monitor behavior data.
* Hold regular team meetings (at least monthly).
* Maintain communication with staff and coach.
* Evaluate progress.
* Report outcomes to Coach/Facilitator & District Coordinator.

Providing structure to the team through roles and responsibilities allows the team to review data, identify problem areas, brainstorm options, and develop an action plan within the 1-hour allotted time.

* Facilitator/ team leader: Prepares agenda, starts the meeting, reviews the purpose of the meeting, and facilitates the meeting by keeping the team focused on each step.
* Minute taker/ Action plan: Documents minutes based on agenda and new areas identified. Completes action plans and disseminates information to Leadership Team.
* Timekeeper: Monitors the amount of time available and keeps the team aware of time limits by giving “warnings” (i.e., “10 minutes left”).
* Data Analysis: Is trained in accessing data from the SWIS data system and pbisassessment.org.
* Internal coach: District-level (external) or school-based (internal) individual that facilitates the team through the process and is the school’s main contact.
* Administrator: Actively encourages team efforts, provides planning time, feedback, and support initiatives.

The Leadership Team is committed to promoting a positive school climate through the use of a collaborative framework for interventions, data based-decision making, and social skills development. The Team should meet at least once a month (may be more in the beginning stages) to:

* + Analyze existing data.
	+ Make changes to the existing database.
	+ Problem-solve solutions to critical issues.
	+ Begin to outline actions for the development of a plan.