

## Responsibilities of PBIS Team Members

Responsibility	Team Member Role		
	Facilitator	Data Analyst	Minute Taker
<b>A: <u>Before</u> Team Meeting</b>			
A1. Advises Backup team member in advance if unable to attend meeting, so that Backup team member is prepared to assume role	✓	✓	✓
A2. Reviews SWIS data; identifies Potential New Problems (if any); asks Facilitator to add Potential New Problems to list of agenda items for upcoming meeting		✓	
A3. Asks team members for “New Business” agenda items; adds items to agenda list (including Potential New Problems identified by Data Analyst)	✓		
A4. Disseminates list of agenda items to Minute Taker and to other team members (or can disseminate list to team members other than Minute Taker at the start of the meeting)	✓		
A5. Uses list of agenda items from Facilitator to prepare electronic <i>Meeting Minutes and Problem-Solving Action Plan</i> form showing New Business Items and Potential New Problems			✓
A6. Reserves room for meeting	✓		
A7. Brings TIPS notebook to meeting	✓	✓	✓
A8. Is ready to make the following available at meeting, as appropriate: <ul style="list-style-type: none"> <li>• The SWIS ODRs per day per month and “Big 4” reports (used to identify/show potential new problems)</li> <li>• Custom or other reports (to confirm/disconfirm inferences regarding new problems; to show “pre-resolution” data for identified problems that do not have currently implemented solutions; to show “post-solution” data for problems that do have currently implemented solutions)</li> </ul> <p>Data can be made available to team members via projection from LCD, laptop that can be passed from team member to team member; hard copies that can be passed from team member to team member; etc.</p>		✓	

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<b>B: During Team Meeting</b>			
B1. Starts meeting on time	✓		
B2. Determines date, time, and location of next meeting (It is <u>highly</u> recommended that the schedule of team meetings be established in advance for the entire school year, rather than on a meeting-by-meeting basis)	✓		
B3. Ensures roles for next meeting have been established (if roles have not been permanently assigned)	✓		
B4. Coordinates “flow” of meeting, by initiating and managing discussion of: <ul style="list-style-type: none"> <li>• Old business, Meeting Minutes</li> <li>• New business, Meeting Minutes</li> <li>• Old business, Problem-Solving Action Plan</li> <li>• New business, Problem-Solving Action Plan (i.e., application of TIPS model to identifying and addressing new problems)</li> <li>• Evaluation of meeting (optional)</li> </ul>	✓		
B5. Prompts team (as necessary) with the TIPS problem-solving “mantra”: <ul style="list-style-type: none"> <li>• Do we have a problem? (<i>identify problems</i>)</li> <li>• What is the precise nature of the problem? (<i>define &amp; clarify problems with precision</i>)</li> <li>• Why does the problem exist, and what can we do about it? (<i>develop &amp; refine hypotheses; discuss &amp; select solutions</i>)</li> <li>• (For “old” problems) Is our plan being implemented and is it working? (<i>develop &amp; implement Action Plan; evaluate and revise Action Plan</i>)</li> </ul>	✓		
B6. Presents overview of findings from review of current data and initiates discussion of: <ul style="list-style-type: none"> <li>• Identification of new problems</li> <li>• Status and effectiveness of currently implemented solutions, especially as compared against team’s goal, timeline, and decision rule for a targeted problem</li> </ul>		✓	
B7. Asks for clarification of tasks; completes <i>Meeting Minutes and Problem-Solving Action Plan</i> form			✓
B8. Is active participant in meeting (applies to <b>ALL</b> team members)	✓	✓	✓
B9. Ends meeting on time	✓		

**Team Member Role**

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<b>C: After Team Meeting</b>			
C1. Disseminates completed copy of <i>Meeting Minutes and Problem-Solving Action Plan</i> form to all team members within 24 hrs.			✓