**Roles and Responsibilities of PBIS Team Members:**

**Administrator(s):**

* Know what the practices look like when implemented with fidelity
* Be aware of data using tracking tools; help decide what needs to change
* Be active/visible on teams
* Attend team meetings
* Volunteer for team tasks
* Troubleshoot systems-level issues
* Support coordinator(s) (time, schedule)
* Promote & prioritize PBIS to ALL stakeholders

**School-Based Coordinator(s):**

* Active member of implementation teams and student planning teams
* Attend regional coordinator meetings and trainings
* Feedback to VTPBIS State Team
* Team reinforcement (positive nag)
* Makes sure the following functions happen:
	+ Facilitation of weekly/monthly meetings
	+ Prioritization of students for team meeting
	+ Prioritization of requests for service
	+ Graphs for meetings
	+ Record maintenance
	+ Action plan
	+ Public relations and communications

**SU/SD Coordinator(s):**

* Establish SU/SD Team
* Conduct SET evaluations
* Act as liaison between schools and VTPBIS State Team
* Attend school-based leadership team meetings (2-3x/year)
* Secure resources/funding for school teams
* Builds capacity to implement effective practices – SU PD calendar
* Focus on student outcomes
* Focus on fidelity of implementation of effective practices across District/Supervisory Union
* Align SU/district systems, data, and practices

**Team Member (could include teachers and staff, (family members and students at the Universal level)):**

* Share team roles
* Promote PBIS Implementation Plan to representative group in school
* Attend team meetings
* Volunteer for team tasks
* Act as PBIS cheerleader!