

PBS Team Roles and Responsibilities

Role	Responsibilities
Chairperson/Facilitator	<ul style="list-style-type: none"> • Develop agenda • Notify/remind team member of meeting times and locations • Facilitate Meeting • Ensured that action steps are delegated • Monitors progress on assigned tasks • Maintains contact with PBS coach
Recorder/Secretary	<ul style="list-style-type: none"> • Keep accurate and brief minutes during meetings • Summarizes action steps • Distribute minutes to team members in a timely manner
Data-base Manager	<ul style="list-style-type: none"> • Attend SWIS training or be well versed in data collection systems • Coordinates with other data entry personnel • Summarizes and presents data from the previous month • Guides team to interpret data
Communication Coordinator	<ul style="list-style-type: none"> • Coordinates efforts to post expectations and all other PBS materials • Point of contact for feedback for school staff • Shares the PBS work with staff • Keeps documentation of all PBS implementation
Time Keeper/Task Manager	<ul style="list-style-type: none"> • Monitor agenda times and topics • Keep the group focused and moving • If time runs out, proposes tabling the subject or make a decision
PBS Coach	<ul style="list-style-type: none"> • Provide professional development • Fosters team development • Assists in problem solving • Supports the analysis of data • Serves as a resource • Model effective strategies