

## Team Roles and Responsibilities

<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>	<b>NAME OF PERSON</b>
<b>Internal Coaches</b>	Lead and facilitate the team meetings. Make things happen with ease, help the group with the processes, help the group come to consensus on decisions, encourage the group to persist in implementation of PBIS systems.	<b>Crystalla Anderson Maria Sanchez</b>
<b>Resource Manager</b>	Responsible for maintaining and organizing the PBIS notebook, resources and other needed materials. She is also responsible for making sure that the team has the needed supplies for the team meetings (chart paper, markers, etc.)	<b>Crystalla Anderson</b>
<b>Data Guru</b>	Responsible for ensuring that the team has the data that is needed to be able to make PBIS decisions. He should be comfortable interpreting data and skilled in using technology to transfer data into usable formats. He may need to have access to campus level discipline information. He does not have to input all of the data; however, they must be able to work with the data system in order to extract the needed information.	<b>Todd Daniel</b>
<b>Recorder</b>	Responsible for writing down the team's key points, ideas and decisions. He may wish to use a 3M-type chart, note paper, or a computer to document the important parts of the meeting. 3M-type charts are great for brainstorming, especially for visual learners. He should ensure that action plan items are recorded and that meeting notes get sent to team members and ESC Region XIII PBIS coaches.	<b>Maria Sanchez</b>
<b>Time Keeper</b>	Responsible for ensuring that the meetings begin and end on time. She will also monitor how long the team is taking to accomplish its tasks. She can collaborate with the team leader and others to determine new time schedules if the agenda needs to be adjusted.	<b>Stephanie Garner</b>
<b>Norm Prompter</b>	Responsible for keeping the team at the forefront of the team's processes. She should be visible at every meeting. She is responsible for gently "prompting" the team to remember the agreed upon norms. If the norms are consistently not being followed, she should work with the Internal Coaches and other team members to adjust the norms so that they can facilitate an efficient and high performing team.	<b>Stephanie Garner</b>