

TEAM ROLES & RESPONSIBILITIES

Systems Team Representation should include:

Administrator, General Educators from each grade level (Elementary) or department (Secondary), New Teacher (Strongly Recommended), Special Education Teacher, Reading Specialist, Instructional Coach (if applicable) Related Service Provider (School Psychologist, Social Worker, Speech Language Pathologist, etc), School Counselor, Support Personnel / Para Educator, Parent or Community Council Representative, Student (as needed)

Team Role	Responsibilities
Administrator	<ul style="list-style-type: none"> • Active leader in data-base problem solving and program development for core, supplemental and intensive services for behavior, literacy and numeracy outcomes • Active role in acknowledgment and reinforcement of academic and behavioral expectations for students and staff • Active role in management of systematic response, re-teaching and (at times) consequences for students and staff when expectations are not met • Address ABC-UBI efforts in school improvement plan and professional development long range plan • Actively assess teaming structures in building (complete working smarter matrix) • Make administrative decisions needed in meetings • Ensure adequate time and review for professional development with staff
Building Coordinator/Facilitator	<ul style="list-style-type: none"> • Coordinate ABC-UBI activities in school • Establish regularly scheduled meetings of system level team (at least 2x's per month) • Develop agenda for meetings (See ABC-UBI Agenda Template) • Facilitate system team meeting • Plan for data-based problem solving in team meetings • Follow-up on assigned tasks • Actively seek input from staff and other committees • Attend building coordinator meetings & disseminate information to school team

	<ul style="list-style-type: none"> • Manage funding expenditures for ABC-UBI efforts (apply for reimbursement) • Share information with District Coach and State Implementation Team
Note Taker	<ul style="list-style-type: none"> • Keep notes of team meetings and display them on a projector during the meeting • Enter meeting notes into online data base at www.updc.org/abc • Email minutes to team members & District Coach within 24 hours of the meeting • Notify/remind team members of meeting time & location
Data Analyst	<ul style="list-style-type: none"> • Oversee data analysis • Review data for meeting before the meeting takes place • Present updates on routinely collected data (e.g., office referrals, classroom data, academic benchmarks, etc.). <i>Data should tell a story.</i> • Lead the data discussion
Time Keeper	<ul style="list-style-type: none"> • Monitor agenda items & topics • Monitor start & end times • Table the subject or call for decision • Provide consistent feedback to administrator and building coordinator regarding efficiency and effectiveness of team functioning • Keep group on task and direct group back when off task
Roles for ACTIVE TEAM MEMBERS may include:	
Communication Coordinator	<ul style="list-style-type: none"> • Report progress & data-based problem solving feedback to staff • Create/maintain newsletters, bulletins, teacher’s lounge bulletin boards, etc. • Maintain systems of communication with staff and parents
Systems Historian	<ul style="list-style-type: none"> • Gather materials needed for school handbook • Create updated handbook for staff at the beginning of each year • Maintain the “Institutional Memory” for systems team • Ensure that cohort and historical data is analyzed and shared with systems team

	and whole staff as needed
Expectations Leader	<ul style="list-style-type: none"> • Oversee posting of expectations throughout school and maintenance of materials • Each semester plan for booster sessions to re-teach and review expectations with students and staff • Plan booster session when students return from natural breaks (Fall, Holiday, Spring) • Plan for booster sessions whenever there is a more than 3 day break from school • Prepare activities and/or suggestions for staff to teach and review school wide expectations
Social Skills Coordinator	<ul style="list-style-type: none"> • Determine schedule for teaching skills • Develop/distribute lesson plans • Distribute social skills information/materials to staff • Follow-up on implementation with staff • Post social skills • Organize with Communication Coordinator to ensure that parents and community members are informed of social skills targets and ways they can support the instruction and reinforcement of social skills with students
Reinforcement Systems Coordinator	<ul style="list-style-type: none"> • Maintain acknowledgement system for students and staff • Ensure staff understands the system and is able to provide feedback consistently about its effectiveness • Distribute behavior tickets or materials for reinforcement to all staff • Follow-up on supplies and reinforcements • Incorporate social rewards and tangible rewards (Students & Staff) • Build systems for academic acknowledgement and reinforcement of student and staff growth
Instructional Coach	<ul style="list-style-type: none"> • Collaborate with teachers on research-based instructional practices and demonstrate practices to teachers. • Consider participation in Utah Coaching Network (UCN).

