

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
- 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	<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)

	<ul style="list-style-type: none"> • 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 • Manage funding expenditures for ABC-UBI efforts • Share information with District Coach and State Implementation Team
Recorder/Secretary	<ul style="list-style-type: none"> • Keep minutes of system team meetings • Enter meeting notes into online data base at www.updc.org/abc • Email minutes to team members & District Coach • Notify/remind team members of meeting time & location
Data-base Manager	<ul style="list-style-type: none"> • Oversee data management system • Summarize data from previous month in a timely manner • Present updates on routinely collected data (e.g., office referrals, classroom data, academic benchmarks, etc.) • Summarize data necessary for any pending decisions (e.g., effectiveness intervention)
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
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
Task Master	<ul style="list-style-type: none"> • Monitor agenda items & topics • Keep group on task • Direct group back when off-task • Maintain a long range perspective regarding tasks and timelines and periodically update

	<p>the team on progress</p> <ul style="list-style-type: none"> • Provide consistent feedback to administrator and building coordinator regarding timelines and progress
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

	<p>rewards (Students & Staff)</p> <ul style="list-style-type: none"> • Build systems for academic acknowledgement and reinforcement of student and staff growth
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