



PBIS Foundations

SYSTEMS- Team Roles

Facilitation Guide

Lesson Objective

Ensure participants understand the responsibilities of each role on their PBIS Team.

Materials

- “Team Roles Activity” slides
- “Team Roles Activity Response Card” handouts (folded in half)

Directions

1. Introduce the activity.
2. Explain how the response card should be turned up according to the participants’ answer and then shown to the presenter.
3. Lead participants through each responsibility and ask which role performs that responsibility. Make sure to allow plenty of time for participants to respond, but also move quickly to keep audience engagement.
4. As you click through animated slides, the answers will appear one by one. Clarify any misconceptions (i.e., ALL team members ensure problems are defined with precision).

Check for Understanding (CFU)- Roles

Who is Responsible?

Facilitator

Note Taker

Data Analyst

Team Member

ACTION	PERSON RESPONSIBLE
Reserve room	
Recruit agenda items	
Review data prior to meeting	
Reserve and set up projector and computer for meeting	
Keep discussion focused	
Record topics and decisions on agenda/minutes	

ACTION	PERSON RESPONSIBLE
Ensure problems are defined with precision	
Ensure solutions have defined goals and plans to monitor fidelity	
Provide additional data during discussion as requested	
End on time	
Prepare minutes and send to all members	

Facilitator

Data Analyst

Note Taker

All Team
Members