Okefenokee RESA PBIS

Coffee County School System

Site: Wiregrass Regional College & Career Academy_
Roles and Responsibilities of *PBIS Tier I* Team Members FY22

Name(s)	Team Role
PBIS Team Members	**PBIS Team Members**
Lynn Adams Latrish Bell Cheryl Darwin Donna Davis Clay Davis Sandy Joiner Violet Marchman Crystal McGowan Queen McIver Emma Moore Annette Nation Eric Nwawel Terica Oates Hunter Ross Cindy Smith Mandy Smith Pam Smith Kelly Waldron	· *All team members are responsible for being active supporters, implementers, and leaders of PBIS in the school. All team members will*: · Attend PBIS meeting team meetings · Participate in the PBIS Action Planning process and complete assigned tasks · Follow meeting norms · Work to gain more knowledge and understanding of behavior · Become knowledgeable about PBIS outcome data and EOY reporting · Set positive tone and lead by example-encouraging, teaching, prompting, and providing practice and modeling for PBIS
Administrator	**Administrator**
Pam Smith	*The administrator encourages and supports the PBIS team by creating an environment conducive for successful PBIS implementation.* · Actively promotes PBIS as a priority, integrates PBIS with other initiatives and improvement activities · Serves as the school district point of contact · Attends all PBIS training sessions with the team, PBIS district trainings, and all team meetings · Secures resources for PBIS planning and implementation · Ensures that data is being entered into the database (SWIS) for decision making · Ensures accuracy and consistency of SWIS data entry and implementation · Ensures time on staff meeting agenda for PBIS updates · Provides recognition to faculty and team for their hard work · Supports the team members in having the time and funding for PBIS activities

Team Coach	Team Coach
Sandy Joiner (Backup – Eric Nwawel)	*The Coach is the go-to person for school-wide PBIS implementation by guiding efforts with fidelity.* · Oversees the development and management of the School -wide Action plan as well and the distribution of action items · Attends PBIS trainings, District Coaches meetings, and all team meetings · Ensures the team meets monthly and participates in the meetings as a facilitator · Coaches the team and faculty in PBIS · Manages all evaluation processes – SAS, TFI, and Walkthroughs · Submits evaluation reports to District Coordinator and GADOE · Manages the PBIS team Product Book · Ensures the team is using SAS, SWIS, TIF and walkthrough data for decision making · Collaborates with the PBIS District Coordinator for external support · Ensures equal distribution of roles and responsibilities of team members
Team Leader	**Team Leader**
Latrish Bell (Backup - - Clay Davis)	*The team leader facilitates the PBIS team meeting's process and progress.* · Attends all PBIS training sessions with the team and all team meetings · Sets the dates for meetings and manages the team meetings · Develops meeting agendas and disseminates to members prior to meetings · Facilitates the PBIS team meetings · Ensures team norms are followed · Maintains Sign-In sheets · Assumes the role of leader, delegates and assigns tasks · Keeps the team motivated and on track on a regular basis · Maintains on-going communication with the team members and school staff
Secretary/ Recorder	**Secretary/ Recorder**
Kelly Waldron (Backup - Amanda Smith)	· *The recorder keeps the notes of the PBIS team.* · Updates the Action Plan during each meeting · Take notes of each meeting
Data Analyst	**Data Analyst**
Donna Davis (Backup - Terica Oats)	*The data analyst leads the PBIS team through the data and problem-solving processes. The Data Analyst is trained in SWIS.* · Analyzes data and lead data discussions to formulate problem solving for PBIS team meetings

	· Develops precision statement(s) for PBS team meetings · Prepares behavior/SWIS data for additional meetings as requested · Attends SWIS and Problem-Solving trainings · Ensures accuracy and consistency with SWIS data
Data Entry Person (s)	**Data Entry Person**
Crystal McGowan Emma Moore	*The Data Entry Person is trained in SWIS.* · Responsible for entering all ODR's in SWIS daily · Communicates any concerns or issues with SWIS to Local SWIS facilitator-District PBIS Coordinator
Behavior Specialist	**Behavior Specialist**
Violet Marchman (Backup – Queen McIver)	*The Behavior Specialist should have a basic understanding of the functions of behavior.* · Ensures a focus on the root cause of behavior · Ensures the team is focused on proactive strategies · Ensures the team is using evidence-based strategies and interventions

Lesson Plan Coordinator(s)	**Lesson Plan Coordinator(s)**
Cheryl Darwin Lynn McMillan	*The Lesson Plan Coordinator(s) creates lesson plans for teaching the PBIS expectations and rules.* · Gathers all materials for teaching lessons · Shares lessons with team and school staff · Sets a calendar for teaching of PBIS lessons · Ensures teaching of lessons at least 3X during school year · Keeps lessons fresh and updated
Student Incentive Coordinator(s)	**Student Incentive Coordinator(s)**
Cindy Smith Crystal McGowan Hunter Ross Annette Nation	*The Student Incentive Coordinator(s) manages all acknowledgement activities for students and staff.* · Working with PBIS team set a schedule for all events · Share schedule with school staff · Gather rewards, materials and prepares events
Student Representative(s)	Kaniyah Lawson
Parent Representative(s)	Kimberly Lawson