

**REACH MS**

***Mississippi’s State Personnel Development Grant***

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*Realizing Excellence for ALL Children in Mississippi*

**PBIS Tier 2 Team**

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Role** | **Responsibilities** | **Team Member** |
| Team Leader | 1. Develops meeting agenda 2. Leads team meetings 3. Works with data Intervention Coordinator to identify priority students who will be discussed during team meeting |  |
| Administrator | 1. Supports process by attending meetings, 2. Restructurers resources, (time and staff) 3. Communicates with faculty, staff and family members about the process |  |
| Intervention Coordinator  (May be more than one person) | 1. Establishes and manages logistics of intervention (e.g., location, personnel, etc.) 2. Assist with progress monitoring data 3. Reports student progress during meetings 4. Works with Team Leader to indentify priority students who will be discussed during team meetings |  |

Adapted from Crone, D.A., Horner, R.H., & Hawken, L.S. (2204) responding to problem behavior in schools: The behavior education program. New York, NY: The Guilford Press.

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| **Role** | **Responsibilities** | **Team Member** |
| Recorder | 1. Notify/remind team members of meeting time and location. 2. Keeps minutes of decisions/actions/tasks including students eligible, intervention applied and results of intervention |  |
| Intervention Facilitator  (May be more than one person) | 1. Introduces new staff, students and parents 2. Provides intervention to student 3. Provides feedback of progress to participating student, faculty , staff and family members |  |
| Intake Coordinator | 1. Accepts new referrals for Tier 2 support 2. Conducts staff and student interviews 3. Gathers additional information if needed 4. Presents student information at team meeting and helps team synthesis information to make intervention decision |  |