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| **Position** | **Team Member**  | **Duties** | **Description** |
| **Administrator** |  | Finance Manager | Delegates funds for SW-PBS related events and trainings |
|  |  | Behavior Consultant | Works with team and teacher to make sure flowchart and behaviors are properly addressed and managed |
| Administrator Liaison | Communicates with other administrators and buildings to ensure successful implementation of SW-PBS |
| **Co-Chair** |  | RDPC Liaison | Communicates with RDPC |
|  |  | 4:1 Observations | Schedules and coordinates 4:1 observations with administrator |
|  |  | Data Submission | Submits data quarterly to RDPC |
|  |  | Trainings | Attends trainings and coordinates out of the building trainings for faculty  |
|  |  | Recognition Paperwork | Submits and organizes paperwork |
|  |  | Family Night Co-Chairs | Organizes Family Night in September |
|  |  | CICO Coordinator | Coordinates intervention and inputs data |
|  |  | Major/ Minor Data Analyzer | Inputs majors and minors into SIS |
|  |  | Data Communicator | Communicates data to staff and team |
|  |  | Survey organizer | Sends out surveys to staff when they need to be conducted (SAS, SSS, TFI) |
|  |  |  |  |
| **Action Plan Advisor** |  | Workroom Bulletin Board | Create monthly information to put on PBS Bulletin board in workroom |
|  |  | Action Plan Items | Assign action plan items to each meeting agenda |
|  |  | Wiser Wednesday PD Leader | Work with co-chairs and administrator to plan Wiser Wednesday meetings |
| **Secretary** |  | Agenda Developer | Compiles agenda for each PBS team meeting |
|  |  | Meeting Minute Recorder | Takes minutes at each team meeting; types minutes and sends them to faculty and saves to T Drive |
| Time Keeper | Keeps time at each meeting to ensure meeting runs efficiently. |
| Villager Paper Column | Writes a monthly segment for the Villager paper to be submitted by the 15th of each month.  |
| School Newsletter Write-up | Provides a monthly segment of the school newsletter about PBS topic (submit to Tina) |
| **Student Team Leader**  |  | Leadership Team Teacher | Teaches SLT Class daily |
|  |  | Paw Store Replenishment | Guides SLT in Paw Store Replenishment |
| CICO Facilitator | Facilitates start and end of the day check ins and outs  |
| **Cheerleader** |  | Spirit Week Coordinator | Helps Co-chairs organize Spirit Week twice a year |
|  |  | Paw Store Schedule | Develops Paw Store Schedule as the school year goes  |
|  |  | Faculty Celebrations | Works with Administrator to help celebrate faculty and staff successes  |