**Team Leader Roles & Expectations**

**Qualifications:**

* Ability to work with others and communicate effectively.
* Willingness to demonstrate leadership at the building level.
* Demonstrates organization skills and ability to delegate.

**Expectations:**

* In coordination with administration, secure a team with building-wide representation.
* Attend meetings and professional development (PD) as requested by district in collaboration with DE-PBS/SCSS Projects.
  + Participate in team leader PD
  + Other PD identified based on school need
* Assist in arranging professional development and in-service programs for building staff.
* Coordinate regular (at least monthly) team meetings.
  + Set agendas and norms for meetings
  + Delegate tasks to team members/Utilize subcommittees
  + Facilitate data analysis and action planning
* Collaborate with district and project coaches on completing fidelity assessments.
* Provide discipline data and other related outcome data to project staff quarterly.
* Coordinate building plan for orienting and updating staff, students, and community to the school multi-tiered system of behavior support.

**Recommendations:**

* Team leadership is dynamic so ideally, identify someone with a flexible schedule. If a classroom teacher is interested, it is advised that they co-lead the team with another staff member who has more flexibility in their schedule.
* Staff buy-in is important so it is advised that the team leader be viewed as a peer to the staff.
* Administrative commitment and team participation is essential but administrators should not fill the team leader role due to their responsibilities.