**TEAM ROLES AND RESPONSIBILITIES**

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| **PBL Team Roles and Responsibilities** | | | |
| **Principal** | * + Support PBL Team members   + Guide decision making process   + Leadership role in problem solving   + Support team meetings   + Recognition of team for their work   + Communicate with school and community groups   + Review data and provide feedback regularly   + Ensure innovation is sustained * Make a time commitment | | |
| **Role** | **Before Meeting** | **During meeting** | **After Meeting** |
| **Team Leader/ Chairperson** | * + Liaise with external/internal coach   + Liaise with team to develop meeting agenda   + Send agenda to team members | * + Facilitate meetings | * + Follow-up on assigned tasks * Seek input from staff and other committees |
| **Secretary** | * + Notify/remind team members of meeting time and location | * + Keep minutes | * + Distribute minutes to team members |
| **Communication Coordinator** | * + Collect and compile staff feedback / input | * + Share compiled staff feedback/ input | * + Provide updates to staff   + Coordinate written communication between team, staff and parents (email, newsletters)   + Maintain staff PBL information board |
| **Data Manager** | * + Prepare summary of ODR data   + Organise and print Big 5 ODR report | * + Present update on standard data   + Lead data discussion | * + Share data highlights with staff   + Collect any other necessary data |
| **Time Keeper** | * + Confirm time slots on agenda | * + Maintain time parameters   + Use established signal to keep team on task |  |
| **All Members** | * + Review meeting minutes   + Preview agenda   + Bring completed task materials | * + Follow meeting norms   + Provide input | * + Complete assigned tasks |
| **PBL Coach** | * + Liaise with team leader   + Review meeting minutes   + Preview agenda | * + Prompts on process   + Encourages   + Celebrates   + Provides resources and updates   + Facilitate assessments   + Facilitate training where applicable | * + Feedback to team leader   + Liaise with PBL Educational Services |