**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
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| **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
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| **Secretary** | * + Notify/remind team members of meeting time and location
 | * + Keep minutes
 | * + Distribute minutes to team members
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| **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
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| **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
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| **Time Keeper** | * + Confirm time slots on agenda
 | * + Maintain time parameters
	+ Use established signal to keep team on task
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| **All Members** | * + Review meeting minutes
	+ Preview agenda
	+ Bring completed task materials
 | * + Follow meeting norms
	+ Provide input
 | * + Complete assigned tasks
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| **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
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