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**Building Leadership Team Responsibilities**

The team consists of five to seven staff members. A building administrator and an MTSS coach are required. Other suggested members include 1) an individual with behavior expertise; 2) an individual with reading expertise; 3) a representative from special education; 4) a representative from general education; 5) a representative from the school improvement team; 6) representatives from different grade levels.

**Team plans and coordinates implementation efforts:**

* Annual implementation plan is developed and is embedded within the school improvement process
* Team obtains staff consensus around implementation plan.
* Team reviews progress toward annual plan monthly
* Team coordinates implementation activities based on program quality and student outcome data
* Team “makes room” for implementation by combining and braiding current school initiatives
* Team works to allocate resources to support implementation with fidelity
* Team works to develop a process for student access to Tier II-III supports and effectiveness is monitored

**Team Communicates implementation efforts to building staff, school community and district administration:**

* Implementation plan, with common vision for schoolwide supports is shared with staff and school community
* Implementation status updates are provided at monthly staff meetings.
* Feedback is gathered from staff by leadership team
* An acknowledgement system is implemented to encourage staff application of MTSS skills
* A plan for professional development is provided and implemented for staff.
* There is an orientation process for new staff to acquire necessary skills for implementing schoolwide supports
* Coaching supports are provided to help staff with implementation issues
* Local (building-based) expertise is identified and provides technical assistance to staff
* Team communicates areas of success and need via the principal (who is a team member) and / or individual(s) providing district MTSS coordination so successes can be celebrated and needs can be addressed in a timely way.

**Team develops and /or accesses resources for implementation purposes**

* Materials are specifically created (e.g., behavior teaching schedules, behavior lesson plans, schedule for grade levels to have an uninterrupted 90-minute reading block) for use by staff
* Implementation materials are easy to use and relevant to implementation plan
* A master copy of implementation materials and tools are placed in a specified location for reference
* Staff handbook includes schoolwide support goals and strategies
* Materials and resources are made available for Tier II – III supports