Working Together: The Universal Prevention Team

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| Designate personnel (in addition to the building administrators) who will serve as the Universal Prevention Team at your school: * At least 2 teachers that represent the span of grades in your building
* Staff who have a school wide role (e.g., school counselor)
* Staff who are typically involved in conduct and discipline (e.g., Dean)
* Other staff that have regular contact with students in day to day routines
* 1-2 parents of students in the school

Select team members who:* Reflect the cultural and linguistic diversity of the students
* Are respected by other staff
* Are models of effective practices
* Are task oriented and ‘doers’
* Have a positive attitude for problem solving and innovation
* Will invest in a longitudinal professional development process
* Have a personal investment in the success of the school

**Team Leaders**: Designate two personnel with flexible FTE who can serve as the co-leaders of the team. Team leaders will need 2 hours per month of flexible time in addition to time for team meetings and professional development activities to fulfill their role**Data Coordinator**: Designate one person who will coordinate management of conduct referral data for the team. Data coordinators need approximately 1 hour per month of flexible time to fulfil their role. |  |
| **Who** | **Role** | **This is accomplished by:** |
| **NJ PBSIS Coach** | Provide Helpful Guidance,Support & Encouragement | * Listening
* Modeling effective team process
* Providing training
* Encouraging the distribution of tasks among team members
* Sharing examples and resources
* Modeling how to use resources
* Helping the team stay on track with timelines and milestones
* Using supportive problem solving
* Providing honest and constructive feedback
* Prompting and reminding
* Providing encouragement
* Binge available
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| **Building Administrators** | Establish Priorities andSupport Decision-Making | * Establishing clear intervention priorities for the team
* Participating in the planning process
* Being aware of all universal intervention team activities
* Talking about it with staff
* Modeling the practices
* Allocating resources
* Supporting team decision making
* Supporting the development of necessary systems to sustain the work
* Communicating with the NJ PBSIS Coach
* Ensuring a system is in place for data tracking
* Attending to team self-care
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| **Team Leaders** | Coordinate Team Process | * Coordinating the logistics
* Establishing a routine structure for team habits
* Providing prompts and reminders to complete tasks
* Encouraging the delegation of tasks
* Keeping administrators and NJ PBSIS Coach informed
* Providing NJ PBSIS Coach with products
* Facilitating the team dynamic
* Helping the team adhere to the planning process
* Ensuring data is reviewed at each meeting
* Asking for help
* Attending to self-care and team-care
* Assessing the team process
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| **Team Members** | Actively Attend, Engage &Promote Implementation | * Using the step-by-step planning framework
* Staying solution-focused
* Working collaboratively
* Taking responsibility for tasks
* Attending to self-care and team self-care
* Representing the team and the team’s work positively with colleagues
* Respecting the team as a ‘safe place’
* Supporting your teammates
* Being active in the conversation
* Asking for help
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