

Figure 3.5: Roles and Responsibilities for Teams at Tier 3

Topics for Consideration	Leadership Team	Intervention Team
Responsibilities	Responsible for Tier 3	Responsible for Tier 3
<p>Who are team members, and what are their roles and responsibilities?</p> <p>Example:</p> <ul style="list-style-type: none"> • Recorder: Records minutes and decisions during meetings • Facilitator: Runs meetings, sets agendas • Time keeper: Keeps track of timing for agenda items during meetings 	<ul style="list-style-type: none"> • Identifies students needing Tier 3 interventions • Creates problem-solving intervention team • Prioritizes resources • Monitors intervention effectiveness 	<ul style="list-style-type: none"> • Diagnoses cause of gaps in learning • Determines targeted interventions • Monitors progress • Ensures proper intervention intensity • Determines if special education is needed and justifiable
<p>When are meeting dates?</p> <p>Schedule, create, and share calendar in advance.</p>		
<p>What assessment data will the team use?</p>		
<p>What tools or protocols are needed?</p> <p>Examples:</p> <ul style="list-style-type: none"> • Problem-solving tools • Data spreadsheets • Action plans 		