

# District Leadership Team Roles and Responsibilities

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*The purpose of this document is to outline roles and responsibilities for individuals mutually agreeing to fulfill the role of a District Leadership Team.*

**District Leadership Team description:** A district leadership team should lead the district assessment and implementation plan process through screening, data-based decision making, progress monitoring, and multi-level prevention systems. This team may be part of an existing leadership team whose purpose is one of district and school improvement through the alignment of RTI<sup>2</sup>-A + RTI<sup>2</sup>-B student supports.

## The District Leadership Team supports:

- **Training Capacity:**
  - the ability to self-assess for specific programmatic and staff development needs and objectives, develop an implementation plan, invest in increasing local training capacity, and implement effective and efficient training activities;
- **Coaching Capacity:**
  - the ability to organize personnel and resources for facilitating, assisting, maintaining, and adapting local training and implementation efforts. Resources are committed for initial training and on-going support;
- **Evaluation Capacity:**
  - the ability to establish measurable outcomes, methods for evaluating progress toward these measurable outcomes, and modified or adapted action plans based on these evaluations; and
- **Coordination Capacity:**
  - the ability to establish an operational organization that enables effective and efficient utilization of materials, time, personnel, etc. in the implementation plan.

To enable and support the leadership team's efforts, RTI<sup>2</sup>-A + RTI<sup>2</sup>-B implementation must have (a) adequate and sustained **funding support**; (b) regular and meaningful **visibility**; and (c) relevant and effective **policy**.

## Who could serve on the District Leadership Team?

Members of this team should include individuals whose roles, responsibilities, and activities are associated with the (a) decision making regarding systems and policies and (b) management and evaluation of resources related to the provision of student supports. Representation may include the following areas:

- Instruction and Curriculum
- Student Services/ RTI
- School Psychology and Counseling
- Safe and Drug Free Schools
- Dropout Prevention
- Data or Information Management
- Superintendent/Executive Director
- School-level leadership
- Character Education
- Student Health
- Title I or other related initiatives
- Family representation
- School-wide Discipline/Conduct
- Special Education
- Community Agency Representation

## What are the major responsibilities of the District Leadership Team?

- Identifying a District Coordinator to manage and facilitate implementation
- Creating a multi-year implementation plan
- Establishing periodic meetings (at least 3 times per year)
- Securing stable funding for implementation, training, and other related activities
- Developing a strategy to establish visibility (website, newsletter, conferences, TV)
- Ensuring RTI<sup>2</sup>-A + RTI<sup>2</sup>-B is a top priority of the district
- Developing a coaching network
- Evaluating and supporting school-wide implementation efforts

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*\*Adapted from Georgia Department of Education, PBIS District Planning Forms*



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