

POSITIVE BEHAVIOR TEAM

TEAM LEADER

Duties:

- * Create agenda
- * Inservice/Education Coordinator (in coordination with M&M's and PTSA)
- * Data Documentation
- * Coordinate PBS meetings
- * Coordinate information input for Common Folder with the Computer Technician

TREASURER

Duties

- * Track
 1. Account balances
 2. Expenditures
- * Coordinate expenditures with other team members
- * Monitor ticket supply

RECORDER

Duties

- * Meeting minutes recorded weekly coordinating this with Team Leaders & agenda

EVENT COORDINATOR

Duties

- * Announcements- set up generic form
- * Complete Activity Permits
- * Set up and maintain contact list of event resources
- * Initiate Event debriefing following each activity for positives/negatives/ways to improve activity.

PARENT COORDINATOR-

Duties

- * Contact parents for Volunteer opportunities
- * Contact PTSA and SAC

BUSINESS/COMMUNITY LIASON

Duties

- * Contact businesses for community resources
- * Set up Business Contact Resource form
- * Send thank you cards for community involvement to appropriate contacts
- * Coordinate with the Team Leader and Treasurer for needed funding

PUBLICITY

Duties

- * Contact SDIRC Marketing and Promotions for all our special events
- * Coordinate posters around the school