**VTPBIS School Coordinator Implementation Checklist**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Coordinator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **VTPBIS School Coordinator Checklist** | **In Place = 2****Partially in Place = 1****Not in Place = 0** |
| **Please indicate the status of your efforts to coordinate PBIS within your school.** | **Date:** | **Date:** | **Date:** |
| 1. Identified as the School Coordinator .1 FTE (endorsed by administrator; flexibility to complete tasks on time; attend VTPBIS trainings) | Status: |  |  |
| 2. Ensure team is scheduled to meet at least monthly | Status: |  |  |
| 3. Help team with meeting facilitation, organization, and task completion around PBIS School Implementation Plan | Status: |  |  |
| 4. Act as liaison between your school and SU/District Coordinator and SU/District Leadership Team | Status: |  |  |
| 5. Attend VTPBIS Regional School Coordinator meetings  | Status: |  |  |
| 6. Create dissemination strategy to establish visibility | Status: |  |  |
| 7. Organize and report PBIS data to Team, School, and State | Status: |  |  |
| 8. Assist in securing needed resources for school team | Status: |  |  |
| 9. Reinforce school staff (*positive nag!)* | Status: |  |  |
| 10. Ensure your leadership team completes the necessary fidelity measures (SET, SAS, TFI) and uses data to make decisions | Status: |  |  |
| 11. Participate in “Data Days” two times a year (as facilitator or participant) | Status: |  |  |

**What is your action plan for completion of activities?**