Tier 2 Roles & Responsibilities

Tier 2 Coach / Team Lead	
● Oversee and ensure fidelity of **all** Tier 2 interventions ● Manages Request for Assistance processes ● Facilitate Tier 2 System Meetings ● ~ 5 hours / week	
Prior to team meetings:	● Creates agenda ● Provides agenda items to note/minute taker ● Summarizes total Request for Assistance received and outcome of request
At the team meeting:	● Starts meeting on time ● Reviews norms/ground rules ● Reviews agenda and asks for additional items that might need added ● Manages the flow of meeting by adhering to the agenda ● Prompts team members to participate ● Keeps meeting on track by prompting people to stay on topic, transitioning topics and following norms ● Is an active participant with majority of participation in question format ● Determines data, time, and location for next meeting ● Reviews summary of Request for Assistance
Between meetings:	● Receives Request for Assistance and uses data decision rules and procedures to match student to support ● Conduct fidelity measure checks (e.g., CICO-FIM) at least bi-annually ● Providing coaching to Intervention Coordinators to deliver Tier 2 Interventions with fidelity ● Organize/provide professional development and technical assistance to all staff in implementing Tier 2 interventions with fidelity

Intervention Coordinator	
● Oversee and ensure fidelity of **one** intervention ● Monitors and reports data to Tier II Systems Team ● ~ 2-3 hours / week	
Prior to team meetings:	● Gathers data from facilitators and summarizes data on Tracking Tool ● Prepares systems precision statements for each intervention to bring Tier 2 Team Meeting ● Inquires about system implementation for groups with a response rate lower than 70%. ● Collects and summarizes student outcome data (this is individual rather than systems data) to present at Tier 2 Team Meeting ● Gathers additional information for students not responding and prepares recommendations
At the team meeting:	● Active participant in team meeting ● Summarizes recommendations for Tier 2 Team ● Leads discussion about system implementation for intervention with a response rate lower than 70% ● Shares summary statement of individual student response data with team

Between meetings:	● Monitoring fidelity submitted by Intervention Facilitators ● Providing coaching to Intervention Facilitators to deliver Tier 2 interventions with fidelity

Intervention Facilitator	
● Deliver intervention with fidelity ● Submit data to Intervention Coordinator ● ~ 1 hour / week **** Intervention Facilitators might be part of Tier II team, but not required.**	
Outside of team meetings	● Deliver intervention to students with fidelity ● Submit data for fidelity (e.g.: CICO Facilitator Daily Log) ● Ensure accurate data submitted to Intervention Coordinator ● Request support from Intervention Coordinator as needed