

FREE RESOURCE • LEADERSHIP GUIDE

MTSS Team Roles

A working template for your building-level **MTSS Design & Implementation Team**. Fill this out at your first team meeting of the year and revisit it annually — roles shift as people change positions, and an explicit roster keeps the team functional when turnover happens mid-year.

This template covers four **core** rotating roles that make a Tier 1 team meeting run: **Facilitator, Data Lead, Note-Taker, and Time-Keeper**. Your team will also have **standing members** (administrator, grade-level reps, specialists) whose contribution is their expertise and vote, not a rotating meeting function — list them in the second section.

SCHOOL YEAR

BUILDING / TEAM

Core rotating roles

Each role should have a **primary** and a **backup**. If the primary is absent, the backup steps in; the meeting still happens. Rotate roles annually (or each semester) so no one person holds institutional knowledge.

Facilitator

PRIMARY

BACKUP

Runs the meeting. Keeps the agenda moving, calls on team members, closes items that are circling. Ideally not the building administrator — the facilitator’s job is to make sure every voice is heard, which can be harder when the person running the meeting is also the person everyone reports to. Smaller schools often can’t staff this separately; if the administrator is the facilitator, be deliberate about inviting quieter voices in.

- ☐ Sets the agenda (with input from the team) 48 hours before each meeting
- ☐ Opens and closes each agenda item; names the decision or next step before moving on
- ☐ Watches the clock and protects time for the last agenda item, not just the first
- ☐ Follows up with members who miss meetings to share what they missed

Data Lead

PRIMARY

BACKUP

Brings the data to every meeting. Pulls screening results, behavior data, attendance, and any other agreed-upon indicators into a format the team can read in the meeting — not raw exports.

- ☐ Pre-populates the data for each meeting; no live querying during the meeting itself
- ☐ Knows where the data lives and how current it is
- ☐ Flags quality issues (missing scores, inconsistent entry) before they derail a decision
- ☐ Partners with the facilitator on agenda items that hinge on data

Note-Taker

PRIMARY

BACKUP

Captures decisions, action items, and owners. Not a transcript — a record that someone who missed the meeting could read in two minutes and know what the team decided.

- ☐ Uses a consistent meeting-notes template
- ☐ Writes decisions in the form “The team decided X. Owner: [name]. Due: [date].”
- ☐ Distributes notes within 24 hours
- ☐ Maintains the running archive so last year’s decisions are findable

Time-Keeper

PRIMARY

BACKUP

Protects the agenda. Calls out time at the 5-minute and 1-minute marks on each agenda item. Should be a separate person from the Facilitator and the Note-Taker — the Facilitator is already managing discussion, and the Note-Taker is already writing; asking either of them to also track time means one of the three jobs gets dropped.

- ☐ Knows the agenda’s time allocations before the meeting starts
- ☐ Gives warnings, not just cutoffs
- ☐ Escalates to the Facilitator when an item consistently runs long across meetings (signals the time allocation is wrong)

Standing members

These members attend every meeting but do not hold a rotating role. Their contribution is their expertise and their decisions. List everyone on your team here, including people who also hold a rotating role above.

Name	Position / Area	Contact
	Administrator (principal or designee)	

Typical standing members on an MTSS Design & Implementation Team

- Building administrator
- Grade-level or department representatives (often one per band)
- Specialist representatives (special education, EL, counselor, behavior specialist)
- Family or community liaison, if your district has one
- Coach or PD lead, if distinct from the roles above

Your team’s composition depends on your building’s size and staffing. A small elementary may combine some of these; a large secondary building may need more. The principle is that every major instructional perspective in the building has a voice on the team.

Revisit cadence

- ☐ **Start of year:** fill out this document, or review last year’s and update
- ☐ **End of year:** note what worked, what didn’t, who’s rotating into which role next year
- ☐ (Optional) Mid-year check-in: confirm rotations are happening as planned; adjust if a role isn’t working

This document records staff roles and contact information. Filled-in copies should be handled according to your district’s employment-record and document-retention policies.

A roster tells you who is responsible. It doesn’t tell you whether the work is getting done. When the team meets and the plans, the progress data, and the decisions are scattered across an SIS, a spreadsheet, and a shared drive, the Data Lead spends the week before every meeting assembling them. **ScholarPath Intervention Monitoring** keeps the whole MTSS process in one data source. See it at monitoring.scholarpathsystems.org.