



REACH MS
Mississippi's State Personnel Development Grant

University of Southern Mississippi
 118 College Drive #5057
 Hattiesburg, MS 39406

Phone: 601.266.4693
 Fax: 601.266.4978
 Email: REACHMS@usm.edu

Realizing Excellence for ALL Children in Mississippi

MTSS PBIS Tier 2
Roles and Responsibilities

School Name: _____ Contact Number: _____

Address: _____

Team Leader: _____ Email: _____

Administrator: _____ Email: _____

Role	Responsibilities	Team Member
Team Leader	<ol style="list-style-type: none"> 1. Develops meeting agenda 2. Leads team meetings 3. Works with data Intervention Coordinator to identify priority students who will be discussed during team meeting 	
Administrator	<ol style="list-style-type: none"> 1. Supports process by attending meetings, 2. Restructurers resources, (time and staff) 3. Communicates with faculty, staff and family members about the process 	
Intervention Coordinator <i>(May be more than one person)</i>	<ol style="list-style-type: none"> 1. Establishes and manages logistics of intervention (e.g., location, personnel, etc.) 2. Assist with progress monitoring data 3. Reports student progress during meetings 4. Works with Team Leader to identify priority students who will be discussed during team meetings 	
Recorder	<ol style="list-style-type: none"> 1. Notify/remind team members of meeting time and location. 2. Keeps minutes of decisions/actions/tasks including students eligible, intervention applied and results of intervention 	
Intervention Facilitator <i>(May be more than one person)</i>	<ol style="list-style-type: none"> 1. Introduces new staff, students and parents 2. Provides intervention to student 3. Provides feedback of progress to participating student, faculty , staff and family members 	
Intake Coordinator	<ol style="list-style-type: none"> 1. Accepts new referrals for Tier 2 support 2. Conducts staff and student interviews 3. Gathers additional information if needed 4. Presents student information at team meeting and helps team synthesis information to make intervention decision 	

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