

## Administrator TIPS for Supporting Universal Teams

Planning the Universal Intervention is hard work! Administrators from PBSIS schools share their tips for keeping the team motivated and committed during the planning process

- **Share the load!** You don't need to take it all on. Administrators report that when they empower the team to be decision makers, their sense of ownership increases. In turn team members are more likely to maintain their commitment over time, because they feel their participation is important, meaningful, and valued.
- **Celebrate the team publicly.** Recognizing and acknowledging team member efforts to the entire staff will help increase motivation! For example, at the next staff meeting give a thank you to the team for all the extra time they have committed.
- **Provide staff with regular updates at faculty meetings.** Giving information and getting feedback from staff will increase a sense of shared ownership and support among all the staff in the building. Remember to include people who may not attend staff meetings (e.g., paraprofessionals, secretaries, security guards, custodial staff).
- **Consistency is key!** It's important that all administrators in the building demonstrate support of the project and send consistent messages to the team and staff. One way to help ensure consistency is to make PBSIS a standard item on your administrator meeting agenda. This is a perfect time to talk about PBSIS updates and next steps.