**Typical CICO Coordinator responsibilities include:**

* Provide orientation for students, families and teachers who are new to the program. This occurs as needed whenever new students have been identified.
* Work with the facilitator to prioritize students who will be discussed during team meetings. Students who are demonstrating a questionable or poor response as well as students who are ready to fade or graduate are good candidates for the agenda.
* Print progress monitoring graphs for students who will be reviewed during team meetings.
* Present names and data to the team for any new students who are being considered for the program by either data decision rules, nomination, or universal screening results.
* Complete tasks from team meeting such as fidelity of implementation checks, social validity surveys, and planning graduation ceremonies.
* Conduct periodic check-ups with program graduates to ensure that students are maintaining their positive behaviors.
* Provide quarterly program updates to staff. This could include the number of students currently participating in the program, the rate of positive student response and data about how well features of the intervention are being implemented; for example, are students consistently checking in and out; are teachers accurately and consistently completing DPRs; how often are parents signing and returning the DPR; how many children are meeting daily or weekly goals. Note that individual student progress is not included in these updates to the entire staff.
* Provide families with quarterly graphs and reports of their child’s progress.

**Typical CICO Facilitator Responsibilities include:**

* Lead morning check-in and afternoon check-out
* Enter DPR data and maintain records
* Promote school to home communication
* Create student graphs
* Assist coordinator in prioritizing students who will be discussed during team meetings
* Attend team meetings