

PERSONNEL

PBIS Coordinator 5 Year Grant Funded

DEFINITION

Under general supervision of the Director of Student Services, will work with District administrators and school principals to oversee all aspects of the PBIS program. This includes providing support to teachers, behavior specialists, data collection and analysis, and support staff regarding positive behavior interventions and supports; organizing professional development; and working with consultants and trainers to learn about current PBIS practices.

EXAMPLE OF DUTIES

The PBIS Coordinator will:

- Serve as the primary contact for the PBIS program
- Provide coaching, support, and assistance to teachers, behavior specialists, principals, and support staff in the full and skillful implementation of the PBIS program
- Work with administrators regarding grant management and project evaluation
- Utilize data collection systems (SWIS, Aeries, PBIS Rewards) to monitor referrals and suspensions; analyze data and plan accordingly
- Collect and analyze data for district wide programs
- Demonstrate lessons to ensure all teachers have been thoroughly trained and are using all tiers of support to fidelity
- Provide on-site professional development
- Assists teachers, administrators, and support staff with implementing and consistently using the multi-tiers of supports
- Conduct classroom and playground visits and assess needs
- Serve as a resource to teachers, administrators, behavior specialists, and support staff with identifying appropriate strategies and supports to meet students' behavior needs
- Participate in District and lead behavior teams
- Work with leadership teams to establish and measure behavioral and academic goals
- Meet regularly with administrators and principals to review data and assess current issues and needs
- Prepare forms, records, and reports as directed
- Participate in local and statewide PBIS related activities
- Schedule professional development activities related to PBIS
- Participate in PBIS trainings
- Work with District administrators and principals to monitor the program and assess needs
- Facilitate program evaluation, including data collection, and reporting
- Supervise, train, and coach staff assigned to recess and lunch duties
- Work with principals to address recess and lunch behaviors
- Make presentations to staff, community, and Board of Trustees
- Other duties assigned specific to context of position

DESIRABLE QUALIFICATIONS

- Experience or working with elementary and middle school students

- Knowledge of and general understanding of school climate interventions (MTSS, PBIS, SEL, restorative practices, etc.)
- Experience implementing PBIS
- Experience in a supervisory role and/or coaching adults
- Experience coordinating and conducting professional development activities
- Experience working with teachers and administrators on student behavior and school climate
- Experience with lesson and school curriculum design

Ability to:

- Provide leadership in the development and implementation of quality staff development
- Work effectively with diverse individuals and groups, including high needs students
- Organize and systemize tasks and activities; set priorities
- Effectively communicate and interact with students and adults
- Assess the needs of the district
- Assist teachers and support staff in providing a motivating and stimulating learning environment
- Research school climate interventions
- Make independent decisions
- Work autonomously
- Analyze data and metrics and make recommendations

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear; walk; stand; and sit. The employee is frequently required to use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision

Education:

- Valid California Clear Credential
- Master's Degree (highly desirable)