

	<b>Positive Behavioral Interventions and Supports (PBIS) Coach</b>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: June 15, 2016  Board Approval: June 21, 2016  Revision Date:  Personnel Commission: June 15, 2016  Range: 51  Reports to Director of Student Support Services and Enrollment</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Director of Student Services and Enrollment, this coach will expand and sustain implementation of PBIS throughout the district. The coach attends training sessions, assesses site training needs, supports research for PBIS, and provides technical assistance to the PBIS school site implementation teams.

**REPRESENTATIVE DUTIES:**

- Participate in District and site-level level team meetings
- Identify schools, obtain administrative support, assist schools in the identification of team members for initial training
- Becomes familiar with District’s and school sites’ policies and procedures (e.g.: handbooks, budgets, staff development)
- Support site-level team meetings by providing technical assistance (e.g.: meeting dates, calendar tasks, agenda, communication with staff and other community and parents); assist with action plan development at all three tiers
- Provide on-going support and technical assistance to internal PBIS leads (site-level leaders) by planning and leading District-level meetings
- Oversee progress of District teams
- Insure school-wide data collection systems are established at each site
- Collect data from schools (e.g.: school profiles, office discipline referrals , phases of implementation) and forward to coordinator, as needed
- Collaborate with Regional Coordinator to obtain data from PBIS Surveys
- Provide technical assistance on school-wide data analysis
- Provide technical assistance on use of secondary interventions
- Provide technical assistance on tertiary interventions and data analysis
- Assist schools in implementing PBIS with fidelity
- Participate in sub-region, statewide, and national trainings for PBIS
- Provide school-based trainings in collaboration with Regional Coordinators
- Use technology appropriately and effectively to conduct business
- Develop positive working relationships with school staff including administrators, community liaisons, teachers, and front office staff
- Engage in professional development, PBIS Coach training and the PBIS Coaches’ Network
- Follow all District policies and procedures
- Maintain confidentiality regarding student and family issues
- Perform other related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Ability to manage multiple priorities, deadlines and school teams
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Ability to demonstrate sound and independent judgment in the interpretation, application or modification of existing methods and procedures

- Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision
- Ability to learn and use computer systems and office software programs related to assignment
- Ability to effectively and tactfully communicate in both verbal and written forms
- Ability to prioritize and coordinate work flow to meet timelines
- Ability to operate a variety of office equipment

### **WORKING CONDITIONS:**

#### ENVIRONMENTAL CONDITIONS:

- Indoor office environment; multiple school settings, subject to mobility, flexibility, and frequent interruptions
- Temperature - normal indoor and outdoor climate

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by position
- Seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Daily contact with students, teachers, all school and District staff
- Occasional contact with parents, community members and outside agency personnel

#### HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent is required
- AA degree required
- Experience and training with PBIS including school-wide, classroom and individual plans is desired
- A minimum of three years experience or background in education, mental health services, or social work is required
- Bilingual ability desired

### **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.