

WAUNAKEE COMMUNITY SCHOOL DISTRICT
PBIS INTERNAL COACH
Job Description

I. Qualifications

The PBIS Internal Coach is selected by the building Principal/Assistant Director of Student Services on the basis of leadership skills, professionalism, and ability to complete tasks.

II. Performance Responsibilities

The Internal Coach shall:

A. Organization

1. Work with the administration and staff at the building and district level in the development and implementation of work associated with PBIS.
2. Assist in the preparation and promotion of staff development opportunities at the building and district levels.
3. Provide leadership and facilitation around monthly team meetings at the building level.

B. Materials/Resources

1. Collaborate with the PBIS team(s) to develop materials and resources aligned with the PBIS work at the building and district level.
2. Assist in distribution and coordinated use of materials and resources.
3. Suggest materials and resources to be reviewed for possible use or purchase.

C. Communication

1. Communicate with district and building leaders regarding PBIS work and goals.
2. Facilitate and participate in building and/or district level PBIS meetings to collaborate and share, as needed.
3. Provide leadership and facilitation around communicating the purpose and work of PBIS at the building level, i.e. sharing at staff meetings, via email communications, or by providing materials and resources to staff.
4. Work with building principals on family and community engagement and communication as it relates to PBIS work at the building level.

D. Staff

1. Orient new teachers to building level PBIS work, expectations, and resources.
2. Delegate duties, as necessary, to accomplish projects and goals.

E. Other

1. Other duties assigned by the Principal and/or Asst. Director of Student Services