

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

PBIS COACH

JOB GOAL

Responsible for executing the PBIS program and producing reports as needed.

QUALIFICATIONS

1. Bachelor’s degree.
2. Purchasing Experience and knowledge of school purchasing laws.
3. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Oversees purchasing of incentives.
2. Aligning PBIS program with Grant and Funding Guidelines.
3. Works with the district Annual School Planning (ASP) Team.
4. Collaborate with all relevant instructional staff, administrators and support personnel to support the relationships between the schools/district/family service programs.
5. Create monthly and quarterly initiatives for PBIS program.
6. Obtain incentives for students from community agencies and businesses.
7. Perform other duties as assigned.

ESSENTIAL SKILLS/ABILITIES

1. Organization, instructional and management skills.
2. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
3. Knowledge and understanding of program planning and evaluation.
4. Positive people and communication skills.
5. Ability to analyze, anticipate and develop reports on school trends.
6. Attention to detail with a focus on thoroughness and quality.
7. High integrity and ethical standards.
8. Regular attendance.
9. Ability to traverse school facility and grounds.

REPORTS TO

Supervisor of Guidance or their designee.

TERMS OF EMPLOYMENT

Not to exceed grant approved number of hours per grant period.

EVALUATION

Performance of the job will be evaluated by the Principal or their designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **December 20, 2023**