



EMPLOYEE NAME: _____

Created: 5/13; Revised: 11/14; 7/16; 5/17; 6/18

JOB DESCRIPTION

POSITION TITLE: District PBIS Coach	JOB CODE: 397G
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: N/A
DEPARTMENT: Student Assistance Programs	WORK DAYS: 208
REPORTS TO: Supervisor, Positive School Culture Support	PAY GRADE: CZ00 (Based on CIT 5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates efforts to implement and support Positive Behavior Interventions and Supports (PBIS) in schools.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Certification by the Georgia Professional Standards Commission in Teaching or Service (School Counseling, School Psychology, or School Social Work) preferred
3.	Experience: 3 years of experience in related field (behavior intervention, school psychology, school counseling)
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; presentation and training skills; outcome data analysis; data entry; leadership; knowledge of behavior management/intervention; experience in data-based decision making.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides guidance and support to schools implementing PBIS by assisting with readiness activities/plans, identifying training needs, coordinating and facilitating training; working with schools to prepare for training, linking school teams to supporting resources, performing site visits, and positively promoting and reinforcing school progress.
3.	Provides program evaluation through analysis of school data, monitoring schools' completion of evaluation activities, and reviewing and presenting evaluation results to District leadership.
4.	Develops PBIS school-level coaches by facilitating effective team meetings, apprenticing new coaches, and serving as support between school coaches and District leadership team.
5.	Works with administrators and teachers of existing PBIS schools to ensure continued implementation and to develop a self-sustaining system for activities.
6.	Serves as an active participant on the District PBIS leadership team, communicating updates on progress, and working with administrators of PBIS schools.
7.	Trains and provides ongoing technical assistance and data analysis support to staff who use school-wide data collection systems.
8.	Provides appropriate professional learning activities for school staff.
9.	Attends training provided by GaDOE and other District meetings as required.
10.	Assists schools with broadening their PBIS processes to include training and support for other groups such as cafeteria workers, bus drivers, and parents.
11.	Provides training opportunities for administrators and teams as needed.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____