

PBIS LEAD COORDINATOR



Department:	Behavioral Health Services
Reports To:	Clinical Director of Behavioral Health Services
Group/FLSA Status:	Program Specialist/ Exempt
Revised:	7/20/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The PBIS Lead Coordinator provides overall leadership and coordination for the Southern Regional Implementation Project (SRIP), to carry out the requirements and meet the outcomes of the PBIS Grant project, in partnership with the Minnesota Department of Education.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Overall PBIS Grant coordination with in the region;
- Develop and maintain the calendar for PBIS events for the region;
- Organize, schedule, and lead PBIS teams through implementation of PBIS cohort trainings;
- Responsible for ongoing support for schools in the two-year PBIS training sequence, including: Fall, Winter and Spring PBIS team trainings, Regional Coach's trainings, SWIS facilitation, TFI evaluations and assessment coordination;
- Responsible for assisting in selecting new training cohorts of schools within their targeted geographic region, annually, using the statewide application process developed and approved by the Minnesota SW-PBIS State Leadership Team, in collaboration with MDE;
- Conduct annual meetings for approved applicants to review participation requirements of the two-year PBIS training cohort;
- Identify and maintain up-to-date contact information for SW-PBIS coaches from each school that has completed, or is currently training, within their geographic area;
- Assist in building capacity in schools currently in training or that have graduated from the training to help sustain;
- Assist schools in reviewing their PBIS assessment data;
- Provide schools the opportunity to use the School-Wide Information System (SWIS) to collect data and generate reports, during the two years of training, which includes set up and management of the SWIS account.
- Set-up data accounts for districts on PBIS Apps;
- Work with the SW-PBIS evaluation contactor to ensure schools participating in training adhere to data collection schedule;
- Meet monthly with Southern Regional Leadership Team;
- Participates in statewide PBIS workgroups as assigned;
- Maintains communication and contact for the SRIP;
- Responsible for mid- and year-end reports related to grant outcomes and progress;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possesses the following and/or is willing to pursue the following trainings:

- Two year PBIS training, as facilitated by MDE;
- Assessment training related to the PBIS framework;
- Familiar with grant writing and budget management, including contracts;
- Good organizational and communication skills;
- Be able to communicate and build relationships with schools interested in implementing PBIS, currently in training, or have completed the training and need assistance in sustainability.

EDUCATION AND EXPERIENCE:

- A minimum of a Bachelor's Degree in field related to Positive Behavior Implementation Strategies (education, psychology, behavior, etc.).

LICENSES, CERTIFICATES, AND REGISTRATIONS:

Possesses the following and/or willing to obtain the following licensure/certifications:

- Licensed SWIS Facilitator
- Certified PBIS Data Coordinator
- Certified MDE PBIS Trainer
- Valid Driver's License

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under the supervision of the Clinical Director of Behavioral Health Services.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work is year round, with the majority performed during the traditional school year.
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.