

COORDINATOR, PBIS AND STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Director- Student Services, plan, organize, coordinate and implement Positive Behavior Intervention and Supports (PBIS) and 504 services throughout the District; support schools in implementing PBIS framework; provide technical assistance; design, implement and identify professional development opportunities; modify curriculum, instruction and behavioral practices to meet the needs of student learners; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, coordinate and implement PBIS and 504 services throughout the District; design, train and monitor school sites and site PBIS teams regarding program implementation, coaching and best practices; modify curriculum, instruction and behavioral practices to meet the needs of student learners.

Train, monitor and support school sites regarding SWIS; provide technical assistance and data collection for program functions in accordance with established guidelines.

Conduct various District hearings relating to due process, case review, expulsion, attendance, suspension extensions and other functions relating to PBIS and student services in accordance with established policies and procedures.

Serve as District 504 coordinator and permissions officer.

Receive and respond to parent concerns and complaints; investigate problems as required and determine appropriate course of action.

Design, implement and provide professional development, family/community engagement and student advocacy activities and projects for school sites; monitor assigned program activities conducted by school sites; make recommendations to school sites regarding improving program functions.

Facilitate meetings and group processes for various education audiences.

Maintain current knowledge of best practices, legislation and requirements pertaining to assigned functions; conduct and facilitate meetings and professional development.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate

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activities and programs, resolve issues and conflicts and exchange information.

Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of PBIS and 504 services.

PBIS frameworks and SWIS.

Laws and regulations pertaining to suspension, expulsion and attendance.

Graduation requirements and credits.

Best practices regarding behavioral interventions, function of behavior, accommodations and adult learning theory.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, coordinate and implement PBIS and 504 services throughout the District.

Train, monitor and support school sites regarding SWIS.

Conduct various District hearings relating to PBIS and student services.

Serve as District 504 coordinator and permissions officer.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive narrative and statistical reports.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

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Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional:

Required: Master's degree in education, public administration, or related field and five years professional experience in a public school setting with increasingly responsible site or District leadership experience.

Personal:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must hold a valid Clear Administrative Services Credential.

Must possess a valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office/classroom/outdoor environment.

Driving a vehicle to conduct work.

Variable hours.

HAZARDS:

Dissatisfied or abusive individuals.