



PBIS Coach Job Description Tier 1

Job Title: PBIS Coach

Reports to: Building Principal

Job Requirements/Minimum Qualifications:

- Has a working knowledge and understanding of essential features of school-wide PBIS systems at all three Tiers
- Is aware of and familiar with the building school improvement process as it relates to developing the whole child
- Attend monthly district PBIS meetings and flexibility to attend PBIS Midwest network coaching meetings (building approval needed and sub authorized through RTI if needed)
- Promotes shared decision making and has the ability to facilitate team meetings
- Ability to develop positive relationships with other faculty and staff members
- Demonstrates ability to work collaboratively and effectively in groups and with administrators/decision makers in the building
- Works in the building full time

Essential Job Functions (Tier 1):

- Review Tiered Fidelity Inventory (TFI) to create an action plan
- Formulate a Universal Leadership Team and communicate with staff the status of Tier 1 Implementation
- Meet at least once a month: Analyze school-wide behavioral and academic data
- Communicate and update staff on PBIS initiatives
- Train staff on building specific PBIS procedures and Second Step language (Teachers, Paras, Office Staff, Custodians, Lunch Supervisors, etc.)
- Use Behavior reports for problem solving, decision making and action planning
- Teaching and reinforcement of specific school-wide behavioral expectations: create lessons to teach expected, appropriate behavior
- Develop building specific behavior matrix with expectations for various settings (i.e. Classroom, Hallway, Bathroom, Cafeteria, Gym, Playground, etc.) {Elementary -aligned with Second Step language}
- Plan for and monitor implementation, review behavior data, provide updates to staff, and respond to feedback to guide/improve the process
- Develop school-wide incentive program to reinforce positive student behavior
- Coordinate celebrations and boosters
- Attend monthly district PBIS coaches meetings
- Collaborate with Tier 2 and Tier 3 coaches to complete TFI, Phases of Implementation and create an Action Plan

Essential Building PBIS Team Functions



- Coordinate schools assemblies (beginning of the year kick-off, booster after winter break, end of the year celebration) We mention this twice with the bullet point below: Arrange for PBIS Assemblies/Speakers
- Develop building universal incentive program to reinforce positive behavior
- Develop PBIS celebrations for the various Tiers (monthly, quarterly, end of year)
- Build out PBIS resources with all necessary information
 - Create behavior matrix with expectations for various settings (classroom, hallways, bathroom, gym, cafeteria, playground, etc.)
 - Building PBIS Slogan
 - Cool Tool Lessons
 - List building meeting dates, times and notes for meetings
 - PBIS Newsletter Information (monthly)
- Post Behavior Matrix/Expectations specific to different location settings in and around the building
- Review and analyze school-wide data to identify behavior problem areas (Behavior Reports)
- Create cool tool lessons and supplemental lessons to teach behavior expectations and reinforce positive behavior
- Disseminate information to grade level teams if applicable
- Develop building specific Decision Rules for Tier 2 interventions
 - Set criteria for CICO and entry to SAIG interventions
 - Set exit criteria out of CICO and SAIG
 - Student entrance data may include DESSA rating, attendance, Office Discipline Referrals (ODR's), teacher perception, grades, etc.
- Intensify student interventions if the student is not responding to Tier 2 interventions or if the student presents significant behavioral needs at the Tier 3 level
- Complete Tiered Fidelity Inventory (TFI) as a team and submit in the PBIS Apps website.
- Apply for PBIS Recognition through the PBIS Midwest Network website.