



PBIS Coach Job Description Tier 2

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 2):

- Review Tiered Fidelity Inventory (TFI) to create an action plan
- Formulate a Secondary Systems Team and communicate with staff the status of Tier 2 Implementation
- Meet at least once a month: Review student data to determine students that qualify for Tier 2 Interventions (i.e. Check in/Check out (CICO), Social Academic Instructional Groups (SAIG), or Mentoring)
- Monitor progress and track Tier 2 interventions (CICO, SAIG, Mentoring, etc.)
- Input CICO data (CICO data log - Google Sheet) and review regularly
- Complete Tier 2 Tracking Tool
- Serve as point person and resource (Site Admin) in the building for DESSA or similar tool for screening/progress monitoring as it relates to students in need of interventions (Elementary and Middle School - work with Social Worker or Psychologist to coordinate)
- Track students who are in need of DESSA or similar tool for screening and communicate with the district office students from the building that need to be uploaded (Elementary and Middle School - work with Social Worker or Psychologist to coordinate)
- Review SEL concerns at building data review meetings to discuss Tier 2 intervention needs
- Review Student data to determine students that need more intense interventions
- Communicate and update staff on status of Tier 2 interventions, celebrations, reminders



- Attend monthly district PBIS coaches meetings
- Document Tier 2 interventions for each student at the end of each school year under RtI Behavior Tab
- Collaborate with Tier 1 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.