



## **PBIS Coach Job Description Tier 3**

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 3):**

- Review Tiered Fidelity Inventory (TFI) to create an action plan
- Formulate a Tertiary Problem Solving Team and communicate with staff the status of Tier 3 Implementation and Process
- Monitor and manage Tier 3 referrals, schedule IPS meeting (contact parent, ensure Teacher Report Form is complete, coordinate meeting date and time, etc.)
- Facilitate IPS Meeting: review current functioning and concerns, review current interventions and strategies, schedule follow up meetings
- Complete IPS paperwork: simple FBA/BIP, document parent/home involvement
- Lead Wrap/RENEW team meetings
- Collaborate with Tier 2 Coach and building data review team to ensure students in Tier 3 services are being assessed using DESSA along with progress monitoring
- Collaborate with Tier 2 Coach to complete the Tier 2/3 Tracking tool
- Communicate and update staff on status of Tier 3 interventions and student data
- Upload documentation for all IPS cases for the year
- Attend monthly district PBIS coaches meetings
- Document Tier 3 interventions for each student at the end of the school year
- Collaborate with Tier 1 and Tier 2 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

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