



RIALTO UNIFIED SCHOOL DISTRICT

COORDINATOR, POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Management Job Description

DEFINITION

Under the direction of the Director of Student Services, the Coordinator is responsible for facilitating and managing Positive Behavior Intervention and Support (PBIS) services through the Rialto Unified School District. This position performs duties designed to support schools and the District in implementing PBIS; providing technical assistance, designing, implementing, and identifying professional development opportunities to meet the needs of all student learners; and providing coaching and mentoring on effective positive behavior support for all students.

ESSENTIAL DUTIES

- Provide leadership in the identification, design, dissemination, implementation, and evaluation of promising/best practices in PBIS.
- Design, implement, and provide professional development, family/community engagement, and student advocacy activities and projects for school sites.
- Promote the use and integration of new/emerging technologies which support, accelerate, and sustain student learning and achievement.
- Monitor assigned program activities conducted by individual school site.
- Facilitate meetings and group processes for various education audiences/stakeholders.
- Develop processes, proposals, presentations, reports, meeting agendas, correspondence, and other materials.
- Plan and facilitate various community committees and network.
- Provide school reform/improvement information and support to schools, administrators, teachers, students, and community members.
- Manage, support, and evaluate program operations, budget and expenditures, and staff.
- Establish and evaluate goals, priorities, processes, and systems for the effective delivery of behavioral programs, systems, and tools.
- Develop, implement, and maintain professional development and parent education activities and projects.
- Capability to have proper social skills and relate effectively with racially and ethnically diverse staff, students, and community.
- Demonstrated ability to work with a wide variety of community groups and organizations.
- Maintain professional behavior in a dynamic environment.
- Have a conscientious work ethic and be open to divergent thinking.
- Receive and respond to parent complaints; investigate problems as needed and determine appropriate course of action.
- Assist in the presentation of student discipline matters to the Board of Education in closed session.
- Travel to various sites to conduct functions related to the Coordinator position.
- Attend a variety of meetings to maintain current knowledge of legislation and requirements; conduct and facilitate meetings.
- Coordinates the work of the PBIS/At-Risk Counselors at the high school level.
- Operate a computer and other office equipment as assigned.
- Perform other duties as assigned.

QUALIFICATIONS

Experience and Education:

- Possession of a Master's degree in education, public administration, or related field.
- Must have five (5) years of increasingly responsible educational experience in a public school district, including three (3) years in an administrative capacity, which would include evidence of working in areas related to improving school climate, and prevention/intervention strategies.
- Possession of a valid California Certificated Credential.
- Possession of a valid California Administrative Credential.
- Fingerprints on file as required by State Law.
- TB Skin Test as required by State Law.

Knowledge of:

- Planning, organization, and direction of PBIS.
- Budget preparation and control of Grant funds.
- Oral and written communication skills, including presentations.
- District organization, operations, policies, and objectives.
- Operation of a computer and other office equipment.
- Principles and practices of administration, supervision, and training.
- Survey design, data collections and data analysis.

Ability to:

- Serve as a positive participant on the Management Team.
- Plan, organize, control, and direct and PBIS for the District.
- Supervise 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.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to Student Services.

PHYSICAL CLASS:

Moderate lifting - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

WORK AREA REQUIREMENTS:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas. Spend up to 3 hours a week outside. Classroom dimensions are 32 feet long and 20 feet wide.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid California driver's license and proof of insurance.
Use of a personal vehicle to conduct work.

PHYSICAL REQUIREMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours; Frequently/Medium - 3 to 6 hours; Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling:	Not required
Reaching:	Occasionally	Sitting:	0 or may sit 60 minutes or more per day
Handling:	Frequently	*Driving:	Must have ability to get to all meetings at various locations
Crouching:	Occasionally	Fingering:	Occasionally
Grasping:	Frequently	Walking:	Frequently - up to 4 ½ hours a day
Push/Pull:	Occasionally		

PHYSICAL REQUIREMENTS - continued:

As well as:

- Ability to work at a desk and in meetings of various configurations and with constant interruptions.
- 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 transport presentation and instructional materials.
- Hearing and speaking to exchange information and make presentations.

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

FREQUENT MOTION:

Twisting:	Yes - Occasionally	Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes – Frequently	Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes – Occasionally	Reaching below shoulder level:	Yes - Frequently
Reaching to above shoulder level: Yes - Occasionally to put up classroom decorations			

SENSORY REQUIREMENTS:

Ability to see: Constantly	Ability to hear: Constantly
Ability to talk: Constantly	Ability to smell: Constantly
Ability to touch: Constantly	

THIS JOB REQUIRES:

Alertness:	Yes	Attention to detail:	Yes
The use of two hands:	Yes	Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:

Heat - Has own air conditioning/heating may break down	Odor:	Not required
Noise: Must be able to work around “productive noise”	Humidity:	Yes, occasionally
Moisture: Not required	Fluorescent lights:	Yes, all day long
Working inside: 95% of the day	Working outside:	5% of the day
Working in close quarters with others: Yes, all day long	Floor may be slippery at times:	Yes, when painting

ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:

Team work:	Yes	Frustration:	Medium
Repetitive tasks:	Yes	Level of responsibility:	High
Must keep up with schedule:	High	Able to work overtime as needed:	High
Dealing with angry parents, students:	Yes		

PHYSIOLOGIC FACTORS

Must maintain a high level of consciousness:	Yes	Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		