

Positive Behavioral Interventions & Supports (PBIS) District Coordinator Expectations and Responsibilities

Defined: District-level person who is responsible for coordination of Positive Behavioral Interventions and Support efforts in the district.

A PBIS District Coordinator is expected to manage:

➤ **The District Leadership Team process:**

- Identifying appropriate district-level personnel to serve on the District Leadership Team, who together will work to create changes in district procedures that will support the long-term use of PBIS.
- Scheduling and assisting the PBIS Project with the preparation of District Leadership Team Meetings.
- Communicating updates on schools and progress on District Plan to the District Leadership Team.
- Working with new administrators of existing PBIS schools to ensure continued implementation.

➤ **Funding for PBIS-related activities.** Examples of this include:

- Working with other district-level personnel to identify portions of the district budget that may be allocated to PBIS-related activities (such as training, supporting schools, supporting professional development, purchasing curricula, etc...).
- Working to obtain outside funding for PBIS-related activities when district financial support is not sufficient. Examples of this include writing grants, working with community sponsors, working with families, etc.

➤ **Visibility/Political support in their district.** Examples of this include:

- Updating the Superintendent and PBIS District Leadership Team on the progress and outcomes of PBIS in their district.
- Delivering presentations/materials to school board members, administrators, community partners, local media, and other groups/organizations as necessary to educate and inform them of within-district PBIS outcomes.

➤ **Training schedules for new and existing PBIS schools.** This involves:

- Identifying new schools that will be trained in School-Wide PBIS.
- Identifying existing schools in need of Re-Training, Booster, Secondary (Targeted Group), or Tertiary (Individual Student) Level Training.
- Identifying additional training needs for the district and its PBIS schools.

- Working with school teams to prepare for training. This includes helping teams establish buy-in, helping teams obtain necessary data, and ensuring pre-training paperwork is complete and accurate.
- Collecting all Readiness Materials for participating schools and submitting the paperwork to DOE **at least** 2 weeks prior to the scheduled training.
- Notifying schools of their registration, location, and times of training.
- Attending and participating in all 3-day School-Wide PBIS trainings for new teams.
- Attending the PBIS Coaches' Training in order to provide support to Coaches.
- Identifying personnel who will serve as Coaches for each PBIS team.
- Supporting Coaches in the form of facilitating monthly Coaches' meetings, identifying training needs, providing district-level authority/backing to school teams, assisting with evaluation of fidelity, and performing site visits as needed.
- Serving as a liaison between district Coaches and the PBIS Project.

➤ **PBIS schools' data and the evaluation process:**

- Helping Coaches to understand the PBIS evaluation requirements.
- Working with Coaches to ensure the validity of their evaluation data.
- Monitoring completion of PBIS schools' evaluation activities.
- Reviewing and distributing evaluation results, including pbis surveys and qualitative outcomes of PBIS activities. The results should be shared with district personnel, Coaches, schools, parents and other groups as appropriate at least once each year.
- Applying the evaluation results so they are used to identify next steps and allocate resources for the next school year.