

# Lenawee ISD

## Role Description

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Position Title: Instructional PBIS Coach  
Area: General Services  
Reports To: Assigned Supervisor  
Supervises: n/a  
Last Revised: May 2021

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### **SUMMARY:**

To provide professional learning, coaching and technical assistance to school districts to support the development, expansion and sustainability of the implementation of school-wide Positive Behavioral Interventions and Supports (PBIS) systems in assigned schools.

**ESSENTIAL JOB FUNCTIONS** *include the following. Other duties may be assigned.*

- Support the implementation of PBIS within a multi-tiered intervention (MTSS) framework within Lenawee County School Districts.
- Provide consultation and system coaching to District and Building Implementation Teams in regards to the implementation of PBIS within the district buildings.
- Provide professional development to District and Building Implementation Teams following the model designed by MIMTSS.
- Development of a strong and current knowledge base of evidence-based practices related to schoolwide PBIS systems of support, classroom management and individual behavior intervention.
- Willingness to devote additional time to deepen personal knowledge of PBIS as well as specific components related to behavior supports, coaching techniques, and data analysis
- Participate in PBIS/MTSS professional learning opportunities at the local, regional, and state level.
- Attend and actively participate in all countywide PBIS coaches' meetings.
- Provide school-based or district professional learning related to the implementation of schoolwide PBIS.
- Development of a coaching Service Delivery Plan for each of the District's and Schools supported.
- Openness to giving and receiving feedback for refining coaching skills
- Will use data-based problem solving to support districts and schools to make ongoing adjustments to their school wide PBIS system.
- Train and provide ongoing technical and data analysis support to staff who use school-wide data collection systems.
- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation
- Supports Strategic Plan and School Improvement process
- Focuses on student achievement and growth

- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Assumes other responsibilities and performs other duties as assigned by Supervisor.
- Universal Health Precautions:
  - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
  - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
  - Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse
- Lifting/Body Mechanics:
  - Follows LISD recommended body mechanics/lifting in-service schedule
  - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s) and materials
- Competencies, Skills and Abilities:
  - Ability to use computer for tasks such as basic word processing, daily email, electronic calendaring, excel data processing, student data systems, etc.
  - Ability to balance figures
  - Ability to compile statistics
  - Ability to coordinate itineraries/meetings/events/schedules
  - Ability to research information
  - Ability to prioritize multiple tasks
  - Ability to deal effectively with a changing environment and be open to new ideas
  - Ability to communicate in person, via phone and computer
- Physical Demands:
  - Occasional reaching/stooping/bending/kneeling/ crouching
  - Must be able to move intermittently throughout the work-day with frequent prolonged standing/walking/ talking
  - Must be able to read and speak the English language
  - Must have visual acuity
  - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
  - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
  - Handle high stress and multi-task situations
  - Must have a regular and reliable level of attendance

- Occasional pressures due to multiple calls and projects
- May be exposed to long and/or irregular hours

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

**Required:**

- Master of Art or Master of Science Degree
- Minimum five (5) years teaching and/or administration
- Experience in data-based decision making

**Preferred:**

- Prior training or experience implementing school based PBIS systems
- Experience with Multi-Tiered Systems of Support (MTSS)
- Experience in facilitating groups
- Experience in Systems/Instructional Coaching
- Demonstrated strong interpersonal skills with individuals, teams, and groups

**CERTIFICATES, LICENSES, and REGISTRATIONS**

- Michigan Teaching Certificate or related education certification

**TERMS OF EMPLOYMENT**

240 days  
Grade = G Salaried, Exempt

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on “Staff Evaluation.”

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_