

## Positive Behavioral Interventions & Supports District Coordinator Expectations and Responsibilities

**Defined:** A district-level person who is responsible for the coordination of Positive Behavioral Interventions and Supports (PBIS) 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 Team 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, 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 outcome

- **Training schedules for new and existing PBIS schools.** This involves:
  - Identifying new schools that will be trained in PBIS.
  - Identifying existing schools in need of Re-Training, Booster, Tier 2 or Tier 3 training.
  - Identifying additional training needs for the district and their 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 completed readiness activities for participating schools and submitting the paperwork to GaDOE 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 PBIS trainings for new teams.
  - 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 Team.
  
- **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.

