



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/26/2024

Coordinator, Positive Behavior to Intervention Support (PBIS)

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The PBIS Coordinator is responsible for providing on-going support and technical assistance to schools to support their implementation of the Multi-Tiered Systems of Support (MTSS) framework for behavior. The PBIS Coordinator designs and delivers high quality professional learning at both the division and school levels, analyzes and evaluates data for program evaluation, and leads the school division in coordinating the implementation and scaling of tiered levels of behavioral support.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Supervises, evaluates, and provides support to the PBIS Consulting Teachers
- Provides on-going professional development to internal and external PBIS coaches, school leaders, and school staff in areas such as universal, targeted, and tertiary supports and data collection and analysis to support the MTSS framework of PBIS and division-wide goals
- Provides oversight for required data collection activities and guides staff in the review and analysis of data for improving school climate, creating equitable opportunities for all learners, and promoting social and academic success for students
- Collaborates with various departments and offices to develop, implement, and analyze outcomes related to MTSS implementation
- Provides direct support to schools through coordinated site visits and attendance at team meetings
- Collects and analyzes division-level data to identify trends in the areas of discipline, formative and summative PBIS assessments, and school climate
- Maintains and updates databases (Qlik, Websites)
- Serves as a member of the MTSS Leadership Team
- Performs designated special projects and all other duties as assigned

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Experience

Five (5) years of experience participating on a PBIS team or serving as a PBIS Coach

Licenses and Certifications

Postgraduate professional degree; Administrative endorsement

Knowledge, Skills and Abilities

- Has excellent oral and written communication skills
- Proven expertise in delivering professional learning session in several formats
- Proven expertise in data systems, analysis, interpretation, and application for school teams
- Strong knowledge of behavioral strategies and interventions for diverse learners

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's

assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.