

**PBIS FACILITATOR
JOB DESCRIPTION**

QUALIFICATIONS:

- (1) Associate's degree from an accredited post-secondary institution,
- (2) Minimum of three (3) years successful experience in supporting educational programs,
- (3) Must meet the suitability criteria for employment under Alabama Child Protection act of 1999 and Act Number 2002-457, and
- (4) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of school operations and structure,
- Knowledge and skill in using Microsoft Office Professional products including EXCEL;
- Ability to successfully perform self-directed work,
- Ability to effectively allocate time to task,
- Ability to effectively use technology for communicating, documenting program activities, collecting and analyzing data,
- Ability to communicate accurately and effectively in verbal and written forms including electronic,
- Ability to maintain accurate financial records,
- Ability to use organizational tools to manage multiple schedules,
- Ability to maintain confidentiality of sensitive and FERPA required information, and
- Ability to work with persons from all race, ethnic, gender, socio-economic, religious, sexual, and educational backgrounds

REPORTS TO:

Project Manager

JOB GOAL

To promote and assist program and school personnel in successful implementation of PBIS in all schools.

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide project support to all schools in the LEA,
- * (2) Serve as local school contact for PBIS matters,
- * (3) Develop and communicate training and coaching schedules,

PBIS FACILITATOR (Continued)

- * (4) Maintain sufficient evidence of project implementation activities,
- * (5) Collect and submit project data,
- * (6) Contact parent/guardian as needed,
- * (7) Follow district procurement and inventory procedures,
- * (8) Manage project resources, including evidence of Tier migration,
- * (9) Assist project staff in conducting professional learning sessions,
- *(10) Monitor PBIS implementation at the building level,
- * (11) Respond to inquiries and concerns in a professional and timely manner,
- * (12) Inform Project Manager of potential or unusual circumstances,
- * (13) Participate in project required trainings, as appropriate, and
- * (14) Perform other project related duties as assigned

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.

Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities