**PBIS District Coordinator Expectations and Responsibilities**

**Defined:** District-level staff responsible for the coordination of Positive Behavioral Interventions & Support (PBIS) in the district. The PBIS DC is expected to support the following tasks and activities within their district.

**District Leadership Team (DLT) Process**

* Identify appropriate district personnel to serve on the DLT to work together to create changes in district procedures that support PBIS practices long-term.
* Schedule regularly (every other month / quarterly) DLT meetings.
* Facilitate DLT meetings.
* Serve as an active participant on the DLT.
* Communicate updates on schools and progress on the district plan to the DLT.
* Identify resources to support PBIS implementation in schools. (e.g., training stipends, in-service points, etc.)
* Work with new administrators at existing PBIS schools to ensure continued implementation.
* Serve as the lead PBIS contact in the district.

**Funding for PBIS-related Activities**

* Work with the DLT to identify portions of the district budget that may be allocated to PBIS- related activities. (i.e., training, professional development, purchasing curricula, etc.)
* Work to obtain outside funding for PBIS-related activities when district financial support is not sufficient. (e.g., writing grants, working with community sponsors, working with families, etc.)
* Manage/co-manage district funds allocated for PBIS implementation.
* Assist schools in developing a self-sustaining system for their PBIS activities.

**Visibility, Dissemination and Political Support**

* Update the Superintendent and DLT on progress and outcomes of PBIS activities district-wide.
* Invite the Superintendent, DLT, Board members, and other district personnel to trainings, meetings, and school events.
* Deliver presentations and materials to school board members, administrators, community partners, local media, and other groups to educate and inform them of within-district PBIS activities and outcomes. (e.g., district PBIS newsletter, PBIS page on district website, etc.)
* Invite the media to school-wide events.
* Ensure district PBIS webpage and/or newsletters are updated.

**Policy, Systems Alignment and Personnel Selection**

* Recruit district personnel to participate on teams/committees that the District Coordinator is unable to access.
* Examine the district Code of Conduct to ensure alignment with PBIS: MTSS.
* Examine the district Office Discipline Referral form, if available, to ensure all necessary information is included for data-based problem solving.

**Training for new and existing PBIS schools**

* Identify new schools to be trained in Tier 1 PBIS.
* Identify existing schools in need of re-training or a refresher at Tier 1, Tier 2, or Tier 3.
* Identify additional PBIS training needs across the district.
* Attend and participate in all PBIS trainings.
* Attend all PBIS Academy trainings to gain understanding and provide better support to team Points-of-Contact (PoC).
* Participate in the PBIS Academy District Coordinator trainings.

**Development of PBIS: MTSS Coaching**

* Identify personnel with the appropriate skill sets to participate on school-based teams.
* Support teams and PoCs by facilitating monthly coaching meetings.
* Assist teams with data-based problem solving, fidelity evaluation, and identifying training needs.
* Mentor or assign mentors for PoCs.
* Serve as a liaison between PoCs and the PBIS Academy.
* Assist new PoCs in getting support from new administrators and team leaders.

**PBIS Schools’ Data and Evaluation Process**

* Work with PoCs to ensure the validity of their school’s evaluation data.
* Monitor completion of PBIS schools’ evaluation activities and provide the necessary information to PBIS Academy.
* Review and distribute evaluation results, including schools’ climate and/or faculty surveys and qualitative outcomes of PBIS activities.
* Share results with district personnel, PoCs, schools, and other groups as appropriate.
* Use the evaluation results to identify next steps and allocate resources for the coming year.
* Work with the district IT on training schools in how to input/retrieve district data.