



JOB DESCRIPTION

Title: PBIS Project Coordinator-National PBIS Center, Midwest PBIS Network

Reports To: Director, MIDWEST PBIS

Job Goal: The Midwest Positive Behavior Interventions and Supports (PBIS) Network, in partnership with the OSEP funded National PBIS Technical Assistance Center and under the operating authority of the School Association for Special Education in DuPage County (SASED), supports the implementation of Positive Behavior Interventions and Supports in state, local, and community agencies throughout the Midwest. The Network is committed to building capacity of schools to prevent problem behaviors, promote positive school culture, and to evaluate the impact on the both social and academic success of all youth, including those with the highest level of need. Critical to the support of school level implementation is the Network's investment in parallel processes for local and state agencies to support implementation and scale-up of multi-tiered systems of behavioral support with integrity and impact.

Qualifications:

- Master's degree or higher (Doctorate degree preferred) from an accredited college/university with an emphasis on education, educational administration, social work, psychology, or related field.
- Experience leading national, regional and statewide implementation of a technical assistance project with demonstrated management skills
- Highly experienced and knowledgeable with PBIS implementation and research, and multiple systems perspective (Education, Child Welfare, Mental Health, Juvenile Justice, etc.)
- Training and implementation experience in effective behavior interventions including school-wide, classroom, individual student behavior intervention plans, school improvement, and district improvement
- Experience with curriculum design, staff development, and school improvement activities
- Experience working with state, regional and district level Leadership teams providing school improvement decision-making and support
- Experience with implementing school-wide and individual student behavior support systems
- Demonstrate effective written and oral communication skills

Duties and Responsibilities:

- Partner with the National TA Center on PBIS to:

- Establish model demonstrations sites for focus areas (High School, Mental Health Supports, Restorative Justice, etc.)
- Provide leadership for integration of mental health into PBIS framework
- Contribute to national research
- Coordinate technical assistance to assigned states
- Coordinate and host the annual PBIS National Forum
- Participate at national, regional and selected statewide conferences and forums
- Collaborate with other national, regional and statewide initiatives, service providers, and agencies, to support success for all students in the school and community
- Liaison with National leaders, networks, and researchers regarding professional development models, implementation tools, research and innovations
- Establish and implement related/relevant research activities
- Manage grant expenditures and budgets as related to the PBIS National Forum and related National PBIS Technical Assistance activities

Physical Requirements:

Frequency of time = (N = 0-24%, O = 25-49%, F= 50-74% C=75-100%)

Lifting/ Lifting/Carrying	N	O	F	C	Activity	N	O	F	C
10 lbs. or less				x	Bend		x		
11 – 20 lbs.			x		Squat	x			
21 – 40 lbs.		x			Kneel	x			
41 – 60 lbs.	N				Twist/Turn		x		
61 – 100 lbs.	N				Climb	x			
Pushing/Pulling					Crawl	x			
5 – 12 lbs.				x	Walk			x	
13 – 25 lbs			x		Reach above Shoulder		x		
26 – 40 lb.		x			Type/Keyboard			x	
41 – 60 lbs.	x				Driving				
61 – 100 lbs.	N				Automatic	N			
100+ lbs.	N				Standard	N			
Comments: The position requires the ability to communicate electronically and face to face. In addition, the position requires the ability to travel.									

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Terms of Employment: Not less than a 75 day work year at compensation set by the SASSED Board of Control. This position is not eligible for benefits.

Evaluation: Performance will be evaluated in accordance with the SASSED Board of Control policy on evaluation of educational support staff.