

## EXTERNAL COACH RECOMMENDED JOB DESCRIPTION

### **JOB TITLE: External Coach**

#### **JOB GOALS:**

1. Expand and sustain implementation of PBIS throughout assigned district(s) and/or Buildings.
2. Assess training needs and connect with PBIS Regional Coordinator.
3. Support research for PBIS and provide technical assistance to PBIS teams.
4. Collaborate with PBIS Network to connect students, families, service organizations and schools to meet student and family needs.

#### **QUALIFICATIONS:**

1. Experience and training with PBIS including school-wide, classroom and individual plans.
2. Computer skills to create graphs from data.
3. Ability to support three or more schools and is not on staff at those buildings.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Participate in district and building level team meetings.
2. Identify schools, get administrative support, help schools identify team members for initial training.
3. Become familiar with district's and/or school's policies/procedures (e.g.: handbooks, budgets, staff development)
4. Support building level team meetings by providing technical assistance (e.g.: meeting dates, calendar tasks, agenda, communication with staff and other s- community, parents, news and assist with action plan development at all three tiers).
5. Provide on-going support and TA to Internal Coaches (Building Level Leaders) through district level coaches' meetings.
6. Oversee progress of district teams (e.g.: faculty, team, district and principals).
7. Insure school-wide data collection systems are established.
8. Collect data from schools (e.g.: School Profiles, ODRs <if not SWIS school>, Phases of Implementation) and forward to coordinator, as needed.
9. Collaborate with Regional Coordinator to obtain data from PBS Surveys.
10. Provide TA on school-wide data analysis.
11. Provide TA on use of secondary interventions.
12. Provide TA on tertiary interventions and data analysis.
13. Assist schools in sustaining PBIS.
14. Participate in sub-region, statewide, and national trainings for PBIS.
15. Provide school-based trainings in collaboration with Regional Coordinators.