

## INTERNAL COACH RECOMMENDED JOB DESCRIPTION

### ***JOB TITLE: Internal Coach***

#### ***JOB GOALS:***

1. Attend and monitor PBIS Trainings with team.
2. Insure that PBIS is implemented with integrity in their building.
3. Communication with the SIP team or member of SIP team.
4. Knows the research and practices related to school-wide behavioral support, including applied behavior analysis, and ability to use a variety of observational and interviewing skills.

#### ***QUALIFICATIONS:***

1. Works in the building.
2. Completion of Tier 1/Universal Training
3. Promotes shared decision-making but has the authority to initiate change (e.g.: works closely with administrator/decision maker).
4. Two to three year commitment.
5. Flexibility to attend leadership workshops.

#### ***COORDINATE WITH TEAM MEMBERS THE FOLLOWING:***

1. Data collection in building (e.g.: big five and academic data).
2. Insure expectations are taught, reinforced, and monitored at the school-wide level.
3. Celebrations/boosters.
4. Facilitation of monthly Tier 1/Universal Team meetings, including creating an agenda.
5. Communication of PBIS activities at faculty meetings.
6. Collect and analyze PBIS specific data (e.g.: Team Implementation Checklists, BoQ, EBS, School Profile, Phases of Implementation and school data forms).
7. Communicate with parent/parent liaison/PTA/PTO.
8. Annual report shared with district team (e.g.: District Leadership Team, Board of Education).
9. Network with other internal coaches, external coaches and regional coordinators.

#### ***POSSIBLE INCENTIVES:***

- Stipend • No Homeroom assignment
- Time in lieu of other assigned duties • Floating sub
- Additional prep period