

PBIS Assessment Coordinator Job Description

The purpose of this document is (1) to outline preferred skillsets, roles, and responsibilities for individuals mutually agreeing to fulfill the role of a PBIS Assessment Coordinator (2) assist district leaders in determining who to recruit and mutually select for the PBIS Assessment Coordinator position.

Qualifications and Skills

Individual(s) who demonstrate the following qualifications and skills are likely to be successful in the role of an PBIS Assessment Coordinator:

- Understands the intent of collecting PBIS fidelity data for on-going analysis and use
- Easily navigates web-based data systems
- Effective organization skills
- Effective communication skills
- Ability to manage adaptive situations (e.g., district or school leaders want more or fewer people with access to the system than was decided by the team based on expert recommendations)
- Ability to develop and meet timelines for completion of projects, tasks, and activities
- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback
- Punctual

Responsibilities

PBIS Assessment Coordinators are responsible for:

- Successful completion of:
 - 30-minute [Becoming a PBIS Assessment Coordinator certification course](https://www.edupaths.org/Pathways/Details/1562) available through EduPaths (<https://www.edupaths.org/Pathways/Details/1562>)
- Document the data collection decisions, timelines, and responsibilities in the district's MTSS Assessment System.
 - "District Data Coordinators" tab
 - "Behavior Assessments" tab, SWPBIS TFI and School Climate Survey Roles, Collection, and Analysis Decisions section
- Open and close assessment windows in PBIS Assessment in alignment with the timelines for SWPBIS TFI and School Climate Survey data collection.

- Train school leadership team members on how to enter SWPBIS TFI data in PBIS Assessment and generate reports.
- Train school leadership team members on how to access School Climate Survey response links and generate reports.
- Manage user roles in PBIS Assessment.

Estimated Time Allocation

The time commitment of a PBIS Assessment Coordinator is approximately 2-4 hours per school per year and can mostly be done independently with effective communication to let other district staff know when work is complete. PBIS Assessment Coordinators need to revisit installation activities under the following circumstances: a) ensure new staff are fully supported, b) a change in how and when data will be gathered, and c) when adding additional schools in a new cohort.

Possible Roles and Perspectives to Consider for Selection

When selecting a PBIS Assessment coordinator, consider individual(s) in the following roles, with attention to the specific qualifications and skill set of the individuals you are considering:

- School-Level Coach
- District Coordinator
- Administrative assistants and other support staff can help to maintain system users and open and close assessment windows. However, individuals without a direct connection to school leadership teams may need to be paired with school-level coaches or a district coordinator to be fully effective in their role.

It is ideal for each district to have at least two people actively serving in the role of PBIS Assessment Coordinator. This redundancy will help the district to sustain strong supports for PBIS Assessment despite staff turnover. If districts lack internal capacity to have two people in this role, they might consider collaborating with the intermediate school district for a second PBIS Assessment Coordinator.

Rationale for Multiple Coordinators

In order to build capacity of the PBIS Assessment Coordinator role, it is suggested to have at least two people identified and trained within a district, preferably at the same time. This allows a district to continue using PBIS Assessment without interruption should an identified PBIS Assessment Coordinator discontinue the role or leave the district.

Options for sharing the role of PBIS Assessment Coordinator

- Coordinators divide schools evenly and maintain accurate PBIS Assessment system users, assessment windows, and provide training at schools assigned to each individual.

- One coordinator is designated as the “lead” and manages PBIS Assessment for the majority of schools and the district overall. The “back-up” coordinator supports at least one school.
- Coordinators split the role by responsibilities. For example, one coordinator takes the lead on maintaining users and windows in PBIS Assessment and decisions in the MTSS Assessment System. Another coordinator leads training for users on how to enter data and access reports.

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