

Early Childhood PBIS Leadership Team Coach Job Description

The purpose of this document is to provide an example job description to assist Early Childhood leaders in determining whom to recruit and mutually select to fulfill the EC PBIS Leadership Team Coach position.

Job Description

The EC PBIS Leadership Team Coach supports a school or center's Leadership Team with the implementation of EC PBIS, often referred to as Program-Wide Pyramid Model. The National Center on Pyramid Model Innovations (NCPMI) refers to the EC PBIS Leadership Coach as a Program Implementation Coach, or more simply, Program Coach. (See NCPMI's brief video, [Program Coach: Guiding Program-Wide Fidelity](#) to understand this important role.)

Desired Experience, Skills and Knowledge

Individual(s) who demonstrate the following qualifications and skills are likely to be successful in the role of an EC PBIS Leadership Team Coach:

- Educational experiences including coursework in Early Childhood (EC) education or a related field
- Experiences working with young children (with and without disabilities) and their families
- Experiences leading or participating on collaborative teams
- Experiences providing technical assistance across diverse EC settings
- Experiences in providing consultation to classrooms and/or coaching to practitioners
- Skills and experiences in providing training to early educators and early interventionists
- Knowledge of social-emotional evidence-based practices (EBPs) and their application in providing intervention and supports to young children and their families receiving IDEA services
- Skills and experience with observational assessment tools
- EC PBIS/Program-wide Pyramid Model understanding and implementation experience
- Coaching foundation skills to facilitate changes in practice
- Collaboration skills with individuals internal and external to the organization
- Effective communication skills
- Willingness to engage in continued professional learning

General Responsibilities

EC PBIS Leadership Team Coaches are responsible for:

- Providing external coaching to support Leadership Teams in the implementation of EC PBIS
 - Assist team leaders in planning monthly leadership team meetings
 - Attend and support monthly leadership team meetings
 - Assist implementation site with product and report development
 - Assist implementation site with professional development and coaching activities
 - Mentorship of preschool classroom coach(es)
 - Assist data coordinator in using data systems and preparing data for review by leadership team
 - Support leadership team in using data for decision-making and reporting evaluation results
- Recruiting new sites, helping them to form a Leadership Team, and building their readiness to engage in professional learning
- Participating in and/or providing training for new Leadership Teams (After one year of coaching experience, the EC PBIS Leadership Team Coach can join a state-wide network of trainers to be able to provide training to new EC PBIS Leadership teams.)
- Participating in a Community of Practice with other EC PBIS Leadership Team Coaches across the state
- Informing state-wide efforts to bring EC PBIS to scale

See also: [Pyramid Model: Roles and Responsibilities of the Program Implementation Coach](https://challengingbehavior.org/wp-content/uploads/2022/10/PM_Roles_Responsibilities_Program_Coach.pdf)
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Estimated Time Allocation

The time commitment for an EC PBIS Leadership Team Coach is greater during installation when more professional learning is needed to develop the team's knowledge and skills.

The National Center for Pyramid Model Innovations (NCPMI) recommends that 0.20 FTE of Leadership Team Coaching be allocated to each site that is implementing the Pyramid Model in their first year. When the site is accessing its training through the MiMTSS TA Center (i.e., the coach is not also the trainer), 0.10 FTE of external coaching support per site may be sufficient. While sites implementing EC PBIS with high fidelity may require less FTE of external coaching support over time, this function is still needed for a minimum of 3-5 years to ensure sustained high-quality implementation.

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