PBIS Assessment Coordinator Professional Learning Plan

This document provides a template for PBIS Assessment Coordinators to outline a plan to support the professional learning necessary to be successful in the PBIS Assessment Coordinator role.

Name:

Date:

Understands the intent of collecting PBIS fidelity data and perception data for ongoing analysis and use

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

☐ Complete the EduPaths course: Overview of School-wide PBIS (by:_____)

Individual(s) assigned to support the learning: _____

Easily navigates web-based data system.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

☐ Practice using the PBIS Assessment demo account (by: _____)
☐ Practice navigating your PBIS Assessment account in PBISApps (by:_____)

Individual(s) assigned to support the learning: _____

Effective organization skills

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

☐ Explore how another district has organized their ongoing PBIS Assessment Coordinator tasks (by: _____)
☐ Work with someone within the district or ISD who is good at managing calendar tasks and has a system established (by: _____)

Individual(s) assigned to support the learning: _____

Effective communication skills

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

☐ Schedule time to learn about the district communication protocols (by: _____)

Individual(s) assigned to support the learning: _____

PBIS Assessment Coordinator certification course (30-minute online module in EduPaths); submit all required paperwork.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

☐ Create an account through EduPaths and complete the [Becoming a PBIS Assessment Coordinator course](#) (by: _____)
☐ Work with your district team to ensure a second person will also be completing the certification training (by: _____)

Individual(s) assigned to support the learning: _____

Document the data collection decisions, timelines, and responsibilities in the district's MTSS Assessment System document ("Behavior Assessments" tab, SWPBIS TFI and School Climate Survey Roles, Collection, and Analysis Decisions section).

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

☐ Schedule time with someone in the district to learn about the MTSS Assessment System, with particular focus on the SWPBIS TFI and School Climate Survey Roles, Collection, and Analysis Decisions section. If know, add any decisions into the Assessment System (by: _____)

Individual(s) assigned to support the learning: _____

Open and close assessment windows in PBIS Assessment in alignment with the timelines for SWPBIS TFI and School Climate Survey data collection.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

☐ Review the district's assessment schedules and district calendar to determine the SWPBIS TFI windows (by: _____)
☐ Review the district's assessment schedules and district calendar to determine the School Climate Survey windows (by: _____)
☐ Watch the [Managing Multiple Response Surveys](#) video from PBISApps regarding opening multiple response surveys (e.g., School Climate Survey) (by: _____

Individual(s) assigned to support the learning: _____

Train school leadership team members on how to enter SWPBIS TFI data in PBIS Assessment and generate reports.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- ☐ Review the [PBIS Assessment User's Manual](#) related to entering/editing survey responses (by: _____)
- ☐ Practice navigating your PBIS Assessment account in PBISApps (by: _____)
- ☐ Practice running SWPBIS TFI reports in the PBIS Assessment Demo account (by: _____)
- ☐ Watch another PBIS Assessment Coordinator train team members, take notes, and debrief (by: _____)
- ☐ Practice training team members to enter data, generate reports, and answer common questions in a mock situation and get feedback (by: _____)
- ☐ Train team members to enter data and generate SWPBIS TFI reports, and get feedback from a colleague (by: _____)

Individual(s) assigned to support the learning: _____

Train school leadership team members on how to access School Climate Survey response links and generate reports.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- ☐ Review the [PBIS Assessment User's Manual](#) related to accessing survey links on the Dashboard (by: _____)
- ☐ Practice navigating your PBIS Assessment account in PBISApps, focusing on the Dashboard (by: _____)
- ☐ Watch the [School Climate Survey Administration Part 2: Reports](#) video from PBISApps (by: _____)
- ☐ Practice running School Climate Survey reports in the PBIS Assessment Demo account (by: _____)
- ☐ Watch another PBIS Assessment Coordinator train team members, take notes and debrief (by: _____)
- ☐ Practice training others to access School Climate Survey links, generate reports, and answer common questions in a mock situation and get feedback (by: _____)
- ☐ Train teachers on how to access survey links and generate School Climate Survey reports with feedback from a colleague (by: _____)

Individual(s) assigned to support the learning: _____

Manage user roles in PBIS Assessment.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- ☐ Review the PBIS Assessment User's Manual related to managing users (by: _____)
- ☐ Watch the Add Users to PBIS Assessment video create by PBISApps (by: _____)
- ☐ Watch the Edit Users in PBIS Assessment video created by PBISApps (by: _____)
- ☐ Practice navigating your PBIS Assessment account in PBISApps, focusing on the Organizations and Users tabs (by: _____)

Individual(s) assigned to support the learning: _____

URLs Used in Document

EduPaths course: Overview of School-wide PBIS
(https://www.edupaths.org/Pathways/Details/1485)

PBIS Assessment Demo Account
(https://www.pbisassessment.org/)

PBISApps
(https://www.pbisapps.org/Pages/Default.aspx)

Becoming a PBIS Assessment Coordinator Course
(https://www.edupaths.org/Pathways/Search?SearchString=Becoming+a+PBIS+Assessment+Coordinator)

Managing Multiple Response Surveys
(https://www.pbisapps.org/resource/managing-multiple-response-surveys)

PBIS Assessment User's Manual
(https://www.pbisapps.org/resource/pbis-assessment-users-manual)

School Climate Survey Administration Part 2: Reports
(https://www.pbisapps.org/resource/school-climate-survey-administration-part-2-reports)

Add Users to PBIS Assessment
(https://www.pbisapps.org/resource/add-users-to-pbis-assessment)

Edit Users in PBIS Assessment
(https://www.pbisapps.org/resource/edit-users-in-pbis-assessment)