

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Positive Behavior Intervention and Support (PBIS) District Coach

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: Until Filled

Salary Range: \$50,000.00

Union: Exempt

DESCRIPTION

The PBIS coach will work within a district as part of a team to improve school climate through the implementation of the Improving Education through Positive School Climate (IEPSC) program as outlined in the School Climate Transformation Grant (SCTG); focusing on Positive Behavioral Interventions and Supports (PBIS). The coach will report to the IEPSC Program Director and provide technical assistance to the district and schools for the implementation of PBIS. This is a 5-year Federally-funded position.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Provides technical assistance to schools for Tier I, Tier II and Tier III implementation;
- Manages, expands and sustains implementation of PBIS throughout assigned buildings;
- Provides ongoing technical assistance and school-based trainings on use of universal, secondary and tertiary interventions; including school-wide data analysis, use of targeted intervention data analysis and intensive intervention data analysis;
- Facilitates sustainability of PBIS in collaboration with the IEPSC Director and district team;
- Assesses training needs and provides systematic feedback to schools and IEPSC Director;
- Becomes familiar with school's policies/procedures (handbooks, budgets, staff development);
- Insures school-wide data collection systems are established, maintained and conveyed in assigned buildings;
- Collects, monitors and evaluates data at the school level to report to director, administrators, school teams, and the district PBIS team (surveys, checklists, profiles, behavior/discipline, attendance, academic performance, Check & Connect, CICO, TIPS, TIFI, PowerSchool, VIVIS, etc.);
- Works with school teams to make improvements in PBIS implementation based on data;

- Administers PBIS implementation assessments yearly;
- Works directly with teachers, support staff and principals to develop skills and strategies to improve the overall safety and effectiveness of the learning environment;
- Participates in district and building level team meetings; supports building level team meetings by providing technical assistance (meetings dates, calendar tasks, agendas, communication with staff and others-community, parents, news, etc., assist with action plan development at all three tier levels);
- Fosters collaboration with multiple district departments and initiatives to connect students, families, service organizations, and schools to meet student and family needs;
- Attends all regional, statewide and national trainings for PBIS as required and disseminates that training in the district and schools;
- Works to increase visibility of PBIS in the district by delivering presentations/materials to schools, administrators, community partners, and other groups to educate and inform them of district outcomes;
- Performs related work as required.

QUALIFICATIONS:

- Knowledge of national research related to positive behavioral interventions and supports at all three tiers: universal, secondary and tertiary;
- Experience planning and conducting professional development/trainings;
- Demonstrated leadership and project organizational skills (planning, implementing, and evaluation);
- Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving;
- Experience in data-based decision making;
- Demonstrated excellent oral and written communication skills;
- Demonstrated strong interpersonal skills with individuals, teams, and groups (teachers, parents, administrators and support staff).

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of principles and practices of social work and case management techniques beneficial;
- Knowledge of federal regulations, local laws and Department policies applicable to the assigned program;
- Knowledge of effective school disciplinary practices;
- Ability to conduct small and large group meetings and trainings;
- Understanding of data collection systems, data analysis;
- Understanding of effective classroom practices for instruction and classroom management;
- Working knowledge of Microsoft Office; including the ability to use Excel to graph data outcomes;
- Capable of independently performing research on the internet;
- Ability to exercise sound, independent judgment in carrying out functions of the position.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Education, Social Work, Psychology, Counseling or related field.

- Minimum 5 years successful program management, teaching, counseling or related experience;
- Preference will be given to candidates who have experience working with at-risk youths, implementing PBIS and/or with case management proficiency.

Working Conditions

- Work is performed in a variety of locations including office and school environments.
- Involves sitting, walking, standing and use of computers, office equipment and driving personal vehicle.
- May require attendance at occasional evening and weekend meetings.
- Training on PBIS will be provided.

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Interested persons should apply by visiting our website at www.vide.vi/our-divisions/human-resources.html and select the appropriate application for submission procedures.

Send your complete application package to careers@doe.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.

Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate
