



POSITION DESCRIPTION

JOB TITLE: Supervisor – PBIS (Positive Behavioral Intervention Supports) Job Class: 2800		
DATE	DEPARTMENT OR SCHOOL Parent & Student Services	DIVISION Division of Parent & Student Services
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range: \$	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Oversees the district’s PBIS structure and serves as a resource to the PBIS Leadership Team. The position requires implementation of systemic support that extends beyond an individual school. It is important to organize multiple schools (e.g., cluster, complex, district, county, state) so that a common vision, language, and experience are established. An expanded infrastructure also enhances the district and state level support (e.g., policy, resources, competence) and provides a supportive context for implementation at the local level.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent’s time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Conducts and facilitates regularly scheduled meetings and the strategic plan for the District Positive Behavioral Intervention Supports (PBIS) External Coaches.
2. Ensures that PBIS is consistent with the District's Strategic Plan and School Improvement Plan. Facilitates the expansion of PBIS in the district.
3. Develops processes for recognizing schools for their accomplishments within PBIS.
4. Participates in the development and maintenance of the PBIS Website.
5. Works with others to develop a system and a schedule for professional development for PBIS staff.
6. Ensures attendance of PBIS staff at appropriate PBIS Network Trainings and conferences.
7. Ensures the District’s PBIS leadership team maintains visibility in the community. Provides support to the District’s internal and external facilitators.
8. Attends the district’s coaches meetings. Attends annual PBIS Network Summit Training in Illinois.

9. Works collaboratively with school principals to ensure that PBIS is implemented and maintained in the schools.
10. Facilitates the “working smarter” concept of PBIS by blending the PBIS initiative with other district initiatives.
11. Actively supports the Milwaukee Public Schools’ Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General Supervision provided by the Director, Student Services.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees and directs activities of 10+ PBIS Coaches.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a Master’s degree in _____.

Experience Requirements

Experience in an urban setting is desired.

Knowledge, Skills, and Abilities

Strong oral and written communication skills are required. Knowledge of standards, policies and procedures within the PBIS Arena is required. Must be able to prepare evaluative reports as necessary. Must be able to interact with school staff, administrators, diagnostic teachers and other staff as necessary to prepare appropriate materials for each student. Must have knowledge of service delivery procedures. The incumbent should have the ability to lead and train staff and develop performance management goals and plans. The ability to analyze budgetary expenditures and adhere to a final budget is required. Trouble-shooting, problem resolution and multi-tasking skills are necessary. Must be able to work effectively with diverse groups. Knowledge of local agencies that provide social services is desired.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment with occasional travel between locations. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND

MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.