



St. Louis Language Immersion Schools

Job Description: PBIS Coordinator

Department: School-Based

Employment Type: Teacher

FLSA Classification: Exempt – 10-month position*

Supervises Others: No

Reporting to: Upper/Lower Principals

*Depending on FY18 budget, position may be either part- or full-time

Qualifications/Experience

- Must embrace the mission of SLLIS
- Minimum of five years' experience in leading or coordinating PBIS school-based initiatives
- Knowledge of research related to positive behavioral interventions and supports at all three tiers: universal, secondary and tertiary.
- Minimum of five years' experience in a public school or charter school setting
- Experience planning and conducting professional development / training
- Demonstrated leadership and project organizational skills
- 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)
- Bachelor's degree required
- Master's degree preferred

Major Areas of Accountability

- Work with administrative teams and teacher teams to develop one comprehensive PBIS system for SLLIS
- Establish two campus-wide PBIS teams that represent all internal stakeholders (Papin and Marine) Facilitate the alignment of best practices in PBIS at both campuses
- Facilitate sustainability and expansion of PBIS practices district-wide
- Provide and/or facilitate quality training at all three tiers of PBIS: universal, secondary and tertiary
- Facilitate sustainability and expansion of PBIS practices district-wide
- Oversee district level data collection, management and analysis
- Train and provide ongoing technical and data analysis support to staff
- Collect and monitor school databases to track and analyze student behavioral data (office discipline referrals and suspensions)
- Ongoing coaching of school-based PBIS teams as well as individual teachers who need differentiated coaching in PBIS and behavioral interventions

Essential Duties & Responsibilities

Primary Objective of Position:

The PBIS Coordinator/Coach will be responsible for the overall management of the Positive Behavioral Interventions and Supports program including providing training and technical assistance to school to maintain and develop school-wide PBIS systems and structures

Work Abilities and Physical Demands

- Excellent technology skills are required. Demonstrated proficiency in the use of the following software – Microsoft Office, especially Word, Excel and Google. Ability to learn new software programs
- Possess outstanding organizational and time-management skills
- Ability to work independently and access supports as needed
- Possess effective oral and written communication skills
- Possess mathematical and analytical skills appropriate for budget management and the position
- Ability to work with others in a positive manner
- Ability to comprehend and follow written and verbal instructions
- Possess common sense, problem-solving skills and reasoning ability
- Ability to build and maintain relationships with colleagues supporting a cooperative work environment
- Ability to handle and maintain the confidentiality
- Ability to set goals and establish methods for achieving these goals
- Ability to work effectively with a wide range of constituencies
- Ability to set priorities and manage tasks
- Must be a patient, creative thinker who is comfortable with a fast-paced, changing work environment
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety of SLLIS staff and students. The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position.

This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification. *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

Before final hiring, candidates must provide transcripts and undergo fingerprint/background screening and tuberculosis clearance.

About Us

St. Louis Language Immersion Schools (SLLIS) is a non-profit organization founded in 2007 to develop

and operate a network of charter schools in St. Louis, MO. SLLIS operates The French School, The Spanish School, and The Chinese School, total immersion elementary campuses that are the Primary Years Programme schools of the International Baccalaureate, and The International School, which is the Middle Years Programme. Visit our website <http://sllis.org> and blog, <http://sllis.org/category/news> for more information.

SLLIS is an equal opportunity employer and values diversity in the workplace. We actively encourage all qualified applicants regardless of race, color, religion, gender, national origin, age, disability, veteran status, or sexual orientation to apply.

Apply online by visiting www.moreap.net