

School District of Santa Rosa County
Job Description
Coordinator of Continuous Improvement

Reports To: Director of Exceptional Student Education

FLSA Status: Exempt

Department: Exceptional Student Education

Prepared by: Human Resources

Date: May 17, 2018

Job Code: 13068

Primary Duties and Responsibilities (Essential Functions):

- Assist the Director of Exceptional Student Education in design, coordination, and implementation of programs to support student learning and growth and support students, staff, and administration in area of positive behavior management, behavioral supports, and behavior interventions
- Administer programs and services for students with challenging behaviors for the purpose of providing a safe and effective educational environment
- Coordinate Functional Assessments of Behavior and Behavior Intervention Plans that address students' inappropriate behaviors and provides a means to help students become more academically successful
- Assist in developing procedures and training materials for district staff involved with students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations comply with established guidelines
- Conduct workshops, training, in-service presentations, etc. in classroom management techniques and other topics for purpose of developing skills and establishing effective relationships with students with challenging behaviors
- Participate in a variety of meetings, workshops, and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines
- Assist staff in defining and measuring behavior, understanding principles of reinforcement, teaching new behavior, implementing strategies for weakening behavior, and identifying antecedents
- Facilitate team meetings that: design Behavior Intervention Plans; address classroom organization, effective instruction, social skills instruction, and ethical issues; and School-wide Positive Behavioral Support
- Work with individual teachers, groups of teachers and/or the entire staff on issues such as: crisis prevention intervention, learning and collaboration issues, and factors that can affect development and implementation of interventions
- Promote highly specialized positive behavior interventions in which "at risk" students thrive, behavior instruction that is explicit, intensive, accelerated and provides ample practice
- Use on-going assessment to maintain a record of student progress
- Design good assessment processes that assist students in assessing their own work and behavior
- Guide the learning process for students with challenging behaviors toward the achievement of curriculum goals
- Monitors the identified at-risk student academic growth and keeps appropriate records
- Work cooperatively with building administrators to promote positive student behavior by providing professional development that targets research, strategies, and modeling of instructional practices to support teachers in their implementation of positive behavior supports in their classrooms
- Engage parents in the Behavior MTSS process and empower parents by providing them with skills and techniques to support the positive behavior development of their student
- Serve as consultant to administrators, teachers, and parents

Additional Duties and Responsibilities (District PBIS Manager):

- Function as supervisor of the Positive Behavioral Interventions and Supports (PBIS) framework for the school district
- Participate in regional, statewide, and national trainings for PBIS
- Provide Technical Assistance and support to Tier 1, Tier 2, and Tier 3 internal Behavioral Coaches
- Provide Technical Assistance and support to Tier III wraparound Behavioral Coaches
- Facilitate district level data analysis and review
- Facilitate expansion and sustainability of practices district wide
- Identify schools, obtains administrative support, and helps schools to identify team members for initial trainings
- Provide ongoing Technical Assistance and support to internal Behavioral Coaches through district level coaches meetings, and school-based support as needed
- Complete an annual report to be shared with all stakeholders
- Develop an annual budget for sustaining PBIS
- Supervise and monitor the manifestation determination process for students with IEP's or Section 504 Plans

Additional Duties and Responsibilities (Administrator of Alternative Education Special Center School for Students with Challenging Behaviors):

- Provide training opportunities and feedback to personnel at the school
- Manage the operation and all other activities and functions which occur at the school
- Develop positive school/community relations and act as liaison between the school and community.
- Develop, implement, and assess the instructional programs at the school and coordinate with the district instructional staff in program planning
- Interview and select qualified personnel to be recommended for employment
- Conduct performance appraisals and make reappointment recommendations for school personnel
- Manage and administer personnel development through training, in-service and other developmental activities
- Coordinate facility and support service requirements
- Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget, textbook budget, and the school's internal accounts
- Establish and manage student accounting and attendance procedures at the school
- Coordinate the school food service program at the school, including free and reduced lunch program
- Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure safe and orderly environment
- Establish procedures to be used in the event of school crisis and/or civil disobedience and provide leadership in the event of such happenings
- Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems
- Communicate, through the Director of Exceptional Student Education, Director of High Schools, and Director of Middle Schools, to keep the Superintendent informed of impending problems or events of unusual nature
- Provide leadership in the school improvement process and implement the school improvement plan.
- Maintain visibility and accessibility on the school campus

Supervision Received:

- Director of Exceptional Student Education

Supervision Exercised:

- As assigned by the Director

Minimum Qualifications & Skills Required:

- Master's degree or higher from an accredited educational institution
- Currently hold or eligible for Florida certificate and certification in an area of Exceptional Student Education, and certification in administration and supervision or educational leadership
- Minimum of five years' experience in exceptional student education
- Knowledge of research related to Positive Behavioral Interventions and Supports at all three tiers: universal, secondary, and tertiary
- Demonstrated leadership and project organizational skills, (planning, implementing, evaluation)
- Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving

Preferred Qualifications & Skills:

- School-based administration experience and/or comparable administrative responsibilities
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Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Administrative Compensation Plan
- 12 Months
- 8 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.

- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.