

March 18, 2013

Announcement #5190.00

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

601 North E Street, San Bernardino, CA 92410-3093 • Gary S. Thomas, Ed.D., Superintendent

**COORDINATOR,
POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

SALARY:	\$106,051.00 Annually
LENGTH OF SERVICE:	220 Days per year (<i>Salary and days are reduced by 8 furlough days for the 2012-2013 school year</i>)
APPLICATION DEADLINE:	March 29, 2013 (4:00 p.m.)
LOCATION:	Desert Mountain SELPA, Apple Valley

POSITION DESCRIPTION

Under the direction of the Program Manager for Regional Services, the Coordinator is responsible for facilitating and managing Positive Behavior Intervention and Support (PBIS) programs/services provided through the Desert/Mountain SELPA. This position performs duties designed to support school districts in implementing the PBIS framework; providing technical assistance; designing, implementing, and identifying professional development opportunities; modifying curriculum and instruction to meet the needs of all student learners; and providing coaching and mentoring on effective schooling for all students.

ESSENTIAL JOB FUNCTION

- Provides leadership in the identification, design, dissemination, implementation, and evaluation of promising/best practices in PBIS;
- Designs, implements, and provides professional development, family/community engagement, and student advocacy activities and projects for school districts and sites;
- Coaches school districts and programs;
- Promotes the use and integration of new/emerging technologies which support, accelerate, and sustain student learning and achievement;
- Monitors assigned program activities conducted by individual school sites, school districts, and agencies;
- Facilitates meetings and group processes for various educational audiences;
- Develops processes, proposals, presentations, reports, meeting agendas, correspondence, and other materials;
- Plans and facilitates various community committees and networks;
- Provides school reform/improvement information and support to districts, administrators, teachers, students, and community members;
- Manages, supports, and evaluates program operations, budgets and expenditures, and staff;
- Establishes and evaluates goals, priorities, processes, and systems for the effective delivery of behavioral programs, systems, and tools;
- Develops, implements, and maintains professional development and parent education activities and projects;
- Performs related duties as assigned.

JOB REQUIREMENTS

Experience as a classroom teacher, school counselor, principal, and/or public school/county office administrator; designing and implementing PBIS; identifying innovative, promising, and best practices for creating successful behavioral programs at the universal, secondary and tertiary levels.

Skill establishing procedures and priorities; using student, school, and community data to monitor effective behavioral improvement and reform efforts, facilitating group processes, researching, interpreting, analyzing, reporting, and implementing promising practices and innovations; developing and coordinating curriculum and instruction strategies as they relate to PBIS.

Knowledge of emerging technologies; assessment techniques and methods; sound research methodology; issues of fairness and equity; pedagogical principals and practices in effective teaching and learning for students, educators, and parents; existing and emerging local, state, and national resources; federal, state, and local laws, codes, regulations, and requirements pertaining to behavior intervention; experience training and facilitating School-Wide Information System (SWIS) and Check In Check Out School-Wide Information System (CICO-SWIS).

Ability to establish program goals consistent with the department, division, and organization; train and supervise staff; analyze, interpret, and apply laws and regulations; establish and manage department priorities, processes, and procedures; work independently; establish and maintain appropriate project deadlines; manage multiple projects; work with a variety of individuals and groups; communicate effectively orally and in written form; exercise sound judgment, model norms of behavior that reflect high expectations for staff, students, and community members; operate various office machines; operate a motor vehicle; and travel to various locations.

Physical Abilities: job requires extended periods of sitting (45% frequently up to 90% occasionally), standing (10% frequently up to 30% occasionally) and walking (up to 10% frequently); stamina and agility to push, pull, lift, carry or move up to 10 pounds frequently and/or up to 50 pounds occasionally; climbing, balancing, squatting, twisting, turning, bending, kneeling, crawling and stooping (5% frequently up to 20% occasionally); and hearing, speaking, observing and significant fine finger dexterity. Specific vision abilities required by this job include close vision, distance; vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

MINIMUM QUALIFICATIONS

- Valid California Administrative Services Credential or Certificate of Eligibility in Administrative Services;
- Two (2) years of leadership experience as an administrator, coordinator, or team leader coordinating PBIS at a site, district or county office.

DESIRED QUALIFICATIONS

- Experience using multimedia technologies for classroom and professional development applications;
- Experience planning staff development programs;
- Experience as a facilitator, coach, and/or presenter;
- Possession of CLAD/BCLAD certification.

NECESSARY MATERIALS FOR APPLICATION

- **Completed Ed-Join on-line application (incomplete applications will not be considered; all fields must be filled in);**
- **Letter of Application/Introduction outlining experience, skills and abilities relating to this position;**
- **Current resume;**
- **Copy of valid California Administrative Services Credential or Certificate of Eligibility in Administrative Services;**
- **Three (3) current (dated and signed within three years) Letters of reference.**

Applicants must meet minimum qualifications and provide all necessary materials on-line prior to the stated deadline in order to qualify as a candidate.

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760 E Brier, San Bernardino, CA 92408 • (909) 386-9561

Internet Address: www.sbcss.k12.ca.us

This facility is handicapped accessible

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION PROCESS:

All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at www.sbcss.k12.ca.us; click on Employment and Careers; then click on www.edjoin.org; and attach your online profile to this job posting #. If you are disabled and need reasonable accommodations to complete the application process, please call (909) 386-9561.

All employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.