



Florida's Positive Behavior Support Project
Response to Intervention for Behavior

PBS District Coordinator Expectations and Responsibilities

Defined: District-level person (e.g., SDFS Coordinator, SEDNET Project Manager, Program Supervisor, School Psychologist, etc...) who is responsible for coordination of Positive Behavior Support efforts in the district.

A PBS District Coordinator is expected to manage:

- **The District Leadership Team process.** Examples of this include:
 - Identifying appropriate district-level personnel to serve on the District Leadership Team, who together will work to create changes in district procedures that will support the long-term use of PBS practices.
 - Scheduling and assisting the FLPBS:RTIB Project in preparation for the District Leadership Team Meetings.
 - Co-facilitating District Leadership Team Meetings with the FLPBS:RTIB Project, if needed.
 - Serving as an active participant on the District Leadership Team.
 - Communicating updates on schools and progress on District Plan to the District Leadership Team.
 - Identifying resources that the District Leadership Team can provide to schools. Examples include stipends for trainings, in-service points, curricula available for Tier 2, etc.
 - Working with new administrators of existing PBS schools to ensure continued implementation.
- **Funding for PBS-related activities.** Examples of this include:
 - Working with other district-level personnel to identify portions of the district budget that may be allocated to PBS-related activities (such as training, supporting schools, supporting professional development, purchasing curricula, etc...).
 - Working to obtain outside funding for PBS-related activities when district financial support is not sufficient. Examples of this include writing grants, working with community sponsors, working with families, etc.
 - Managing or co-managing the district PBS budget.
 - Working with the FLPBS:RTIB Project and district personnel to process purchase orders and generate invoices for FLPBS:RTIB Project evaluation funds.
 - Assisting schools in developing a self-sustaining system for their PBS activities.
- **Visibility/Political support in their district.** Examples of this include:
 - Updating Superintendent and PBS District Leadership Team on progress/outcomes of PBS activities.
 - Delivering presentations/materials to school board members, administrators, community partners, local media, and other groups/organizations to educate/inform them of within-district PBS outcomes. Examples may include developing a district PBS newsletter or PBS web page on the district website, etc.
- **Training schedules for new and existing PBS schools.** This involves:
 - Identifying new schools that will be trained in Tier 1 PBS.
 - Identifying existing schools in need of Re-Training and/or Booster at Tier 1, Tier 2 (Targeted Group), or Tier 3 (Individual Student) Training.
 - Identifying additional training needs for the district and its PBS schools.
 - Working with school teams to prepare for training. This includes helping teams establish buy-in, helping teams obtain necessary data, and ensuring pre-training paperwork is complete and accurate.

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- Collecting all Readiness Packets for participating schools and submitting the paperwork to the FLPBS:RTIB Project **at least** 2 weeks prior to the scheduled training. Readiness Packets may be required further in advance, as determined by your Project representative.
 - Notifying interested schools of their registration/acceptance to training and arranging for inservice points for training participants (if necessary).
 - Attending and participating in all 3-day Tier 1 PBS Trainings for new teams.
 - Attending all FLPBS:RTIB Project trainings at least once in order to gain understanding and provide better support to PBS Coaches.
 - Attending the FLPBS:RTIB Project's Annual District Coordinator Meeting.
 - Attending the FLPBS:RTIB Project's Annual Coaches' Training to provide better support to Coaches.
- **The development of district PBS Coaches.** This involves:
- Identifying personnel who will serve as Coaches for each PBS team.
 - Supporting Coaches in the form of facilitating monthly Coaches' meetings, identifying training needs, providing district-level authority/backing to school teams, assisting with evaluation of fidelity, and performing site visits, as needed.
 - Apprenticing new PBS Coaches. This can include pairing experienced Coaches with new Coaches, or direct mentoring by the District Coordinator.
 - Serving as a liaison between the district PBS Coaches and the FLPBS:RTIB Project and assisting new coaches in getting support from new administrators' and team leaders.
- **PBS schools' data and the evaluation process.** Examples of this include:
- Helping Coaches to understand the FLPBS:RTIB Project's evaluation requirements.
 - Working with Coaches to ensure the validity of their evaluation data.
 - Monitoring completion of PBS schools' evaluation activities.
 - Providing the necessary information to FLPBS:RTIB Project for the development of Purchase Orders, submitting the specified deliverables (i.e., Mid-Years and End-of-Year Reports) and invoicing the Project as requested.
 - Reviewing and distributing evaluation results, including schools' climate and/or faculty surveys and qualitative outcomes of PBS activities. The results should be shared with district personnel, Coaches, schools, and other groups as appropriate at least once each year.
 - Applying the evaluation results by identifying next steps and allocating resources for the next school year.
 - Working with the district IT on training schools in how to input/retrieve district data (applicable to districts who have developed their own data system in lieu of SWIS)
- **The Model School Award process.** This includes:
- Identifying schools eligible for Model School status and notifying Coaches of the application process.
 - Completing evaluation activities (e.g., the Mini-SET) when necessary for the Model School application.
 - Writing a letter of recommendation for each school that is applying for PBS Model School status.
 - Assisting the FLPBS:RTIB Project with any additional evaluation/documentation requirements.
 - Informing schools of their PBS Model School status.
 - Publicizing PBS Model School status within the district and local community.