



District Coordinator Orientation

October 10, 2011

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This product was developed by Florida's Positive Behavior Support Project through the University of South Florida, Louis de la Parte Florida Mental Health Institute funded by the State of Florida, Department of Education, Bureau of Exceptional Education and Student Services, through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B.

Definition

- District-level person who is responsible for the coordination of Positive Behavior Support (PBS)/Response to Intervention for Behavior (RtI:B) efforts in the district.
- The primary point of contact between the FLPBS:RtIB Project and the district leadership team.

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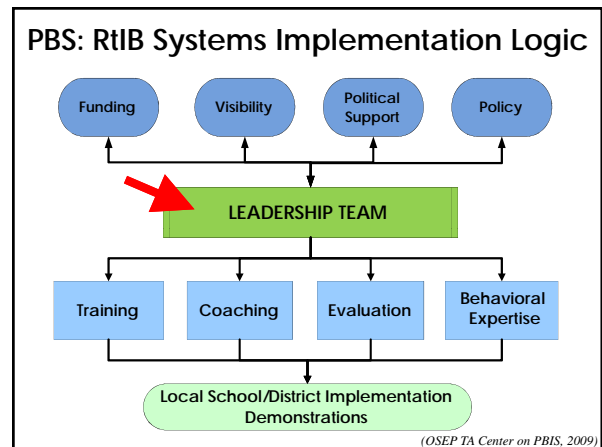
PBS District Coordinators Are Expected to Manage...

- Requests from the FLPBS:RtIB Project
- District Leadership Team process
- Funding
- Visibility/political support in their district
- Training schedules
- Development of PBS Coaches – *support and mentor*
- PBS schools' data and evaluations
- Model School Award process

Refer to DC Expectations and Responsibilities Handout

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Annual Action Planning

- District Team **MUST** meet with FLPBS:RtIB Project if *any type* of service is desired from the Project in the upcoming year and discussed during the **required** annual District Action Planning (DAP) meeting.
- Action planning with the District Leadership Team must include funding issues and RtI collaborations.
- District Team must communicate to FLPBS:RtIB Project by designated time to indicate the types of training and amount of TA needed (eligible for)

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Definition

Effective district leadership is evidenced by teams or individuals who:

- Establish and articulate a clear vision with a sense of urgency for change, maintain focus and deliver a consistent message of implementation over time
- Focus on schools (districts are successful when schools are successful)
- Create relationships with stakeholders based upon mutual respect and shared responsibility
- Engage in expert problem solving
- Invest in professional development

(Leithwood, 2010; Barnhardt, 2009; Crawford & Gresham, 2009)

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District PBS:RtIB Leadership Team

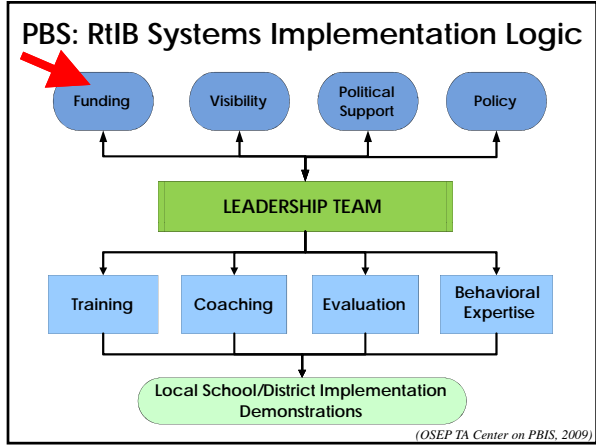
- Attends annual planning meeting
- Identifies and evaluates school/district based Coaches
- Identifies specific schools who will receive PBS Training
- Coordinates with FLPBS:RtIB Project on the trainings
- Provides support for Coaches and School Teams implementing PBS/RtI:B
 - Funding
 - Visibility
- Monitors progress of School Teams by reviewing discipline and academic data and PBS Evaluation Tools (as required by the FLPBS:RtIB Project)

7

DCs and the Leadership Team

- Identifying appropriate district-level personnel
- Scheduling and assisting the FLPBS:RtIB Project in preparation for the District Leadership Team Meetings
- Co-facilitating District Leadership Team Meetings
- Serving as an active participant
- Communicating updates
- Identifying resources that the District Leadership Team can provide to schools
- Working with new administrators

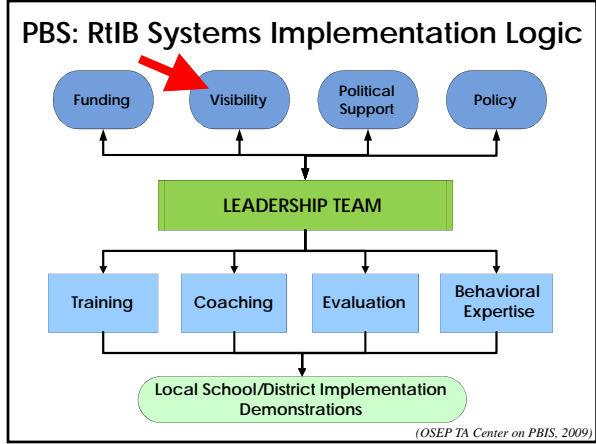
8



Funding

- Identify portions of the district budget that may be allocated to PBS-related activities
- Working to obtain outside funding
- Managing or co-managing the district PBS budget
- Process purchase orders and generate invoices
- Assisting schools in developing a self-sustaining system

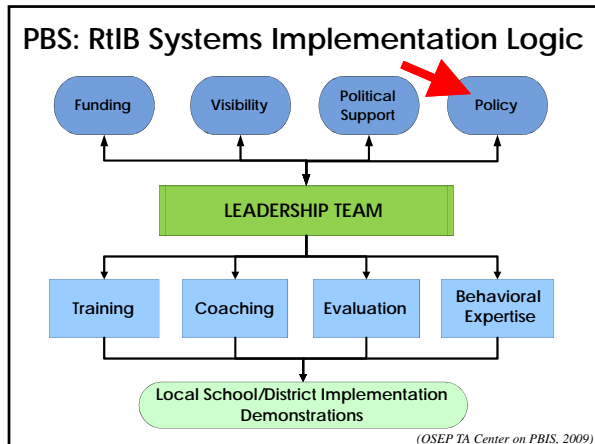
10



Visibility and Political Support

- Updating Superintendent and PBS District Leadership Team
- Inviting Superintendent, district team, Board members, other district personnel to trainings/meetings/school events
- Delivering presentations/materials
- Inviting media to a school-wide event
- Signing up for *Positive Outlook* newsletter online and encouraging others to do so!

12

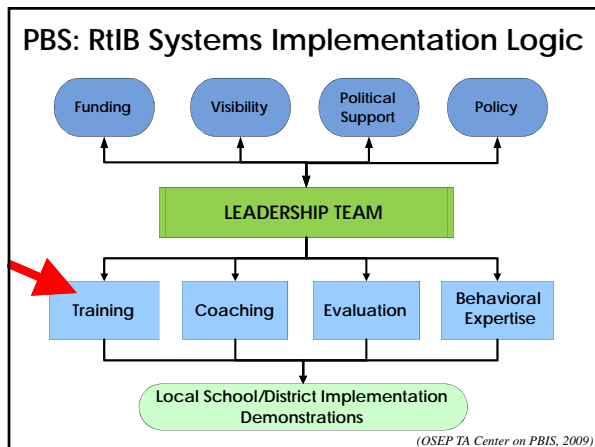


Policy

- Recruit district personnel that participate in teams/committees that you do not have access to
- Examine the district Code of Conduct
- Examine the district ODR Form (if available)
- Make suggestions as to how it is/is not aligned with PBS/RtI:B
- Remember that only so much change can occur at once!

14

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Training Provided

- School-Wide/Initial (Tier 1)
- Implementation Planning (Tier 1)
- Classroom (Tiers 1 & 2)
- Targeted Group (Tier 2)
- Individual Student (Tier 3)
- Team Leader Training
- Administrator Training
- RtI:B Database Trainings
- Coaches' Training

16

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Training

- Identifying new schools
- Identifying existing schools
- Identifying additional training needs
- Assisting in school readiness tasks
- Collecting all Readiness Packets
- Notifying interested schools of their registration/acceptance to training and arranging for in-service points
- Attending and participating in all PBS Trainings provided
- Attending all FLPBS:RTIB Project trainings at least once
- Participating in the online FLPBS:RTIB Project's District Coordinator Meetings
- Attending the FLPBS:RTIB Project's Annual Coaches' Training

17

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Tier 1 PBS/RtI:B Training

- Administrators must sign the **School Readiness Checklist** acknowledging their **MANDATORY** attendance
- All Team Members, including an Administrator, must sign the **School Commitment Form**
- New School Profile Form** must be completed by the Team, Coach or Administrator
- All three documents (**School Readiness Checklist, School Commitment Form, and New School Profile**) must be submitted to the FLPBS:RTIB Project *at least 2 weeks prior to the training date unless specified otherwise by your Project contact*
- Incomplete or missing applications (three documents) will result in a **termination** of the training for those schools with incomplete paperwork/packets

18

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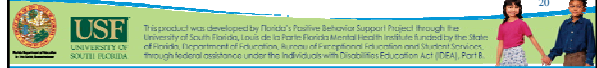
Tier 1 PBS/RtI:B Refresher Training

- Administrators must sign the **Booster Readiness Checklist** acknowledging their **MANDATORY** attendance and submit to **FLPBS:RTIB** at least 2 weeks prior to the booster training date unless specified otherwise by your Project contact
- Any school that plans to participate in a Booster Training must have submitted a completed **BOC** at least two weeks prior to the training
- Targeted modules will be identified for each team. Team members can access the modules from a CD or on-line.
- Team Members may go through the training modules prior to the training day or as part of the training day. However, **no more than 2 hours of the training day will be allocated to reviewing the targeted modules.**
- The team is required to submit a revised action plan to the DC at the end of training day
- An Administrator from each participating school **MUST** be present for Refresher/Booster Training
- Paperwork not received by Project staff at least 2 weeks prior to the training date will result in **termination** of the training for those schools with incomplete packets



Tier 1 PBS/RtI:B Retraining

- Administrators must sign the **School Readiness Checklist** acknowledging their **MANDATORY** attendance
- All Team Members, including an Administrator, must sign the **School Commitment Form**
- New School Profile Form** must be completed by the Team, Coach or Administrator
- All three documents (**School Readiness Checklist, School Commitment Form, and New School Profile**) must be submitted to the FLPBS:RTIB Project at least 2 weeks prior to the training date unless specified otherwise by Project contact
- Incomplete or missing applications (three documents) will result in **termination** of the training for those schools with incomplete paperwork/packets
- Discussion of Teams selected for retraining **MUST** occur between the DC and PBS contact



Tier 2 PBS/RtI:B Training

- Requests for training go through the FLPBS:RTIB Project Contact and should be identified during the ongoing contact with the DC and during the **required** District Action Planning (DAP) meeting
- Training may be provided via on-line modules or on-site to eligible schools (if Project availability)
- Requests for consultation are initiated by the District Contact (DC) and their frequent communication with the Project contact



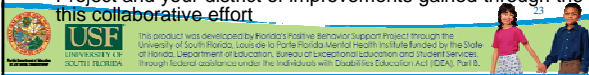
Tier 2 PBS/RtI:B Technical Assistance

- Technical Assistance can be requested at two levels:
 - Individual School level** – Assisting a school to implement a targeted group intervention that has already received training from the FLPBS:RTIB Project.
 - Attendance and support by the District Coordinator and Coach is **required**
 - Other district personnel may also attend in order to build capacity
 - District planning** – Assisting a district to implement systems changes to support one or more targeted group interventions in multiple schools.
 - Requires identification of additional Team Members responsible for system-wide implementation
 - Will require action planning process facilitated by the FLPBS:RTIB Project staff



Tier 3 PBS/RtI:B Training

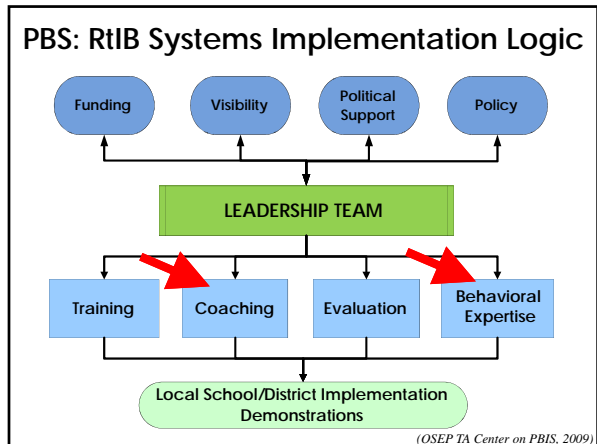
- Requests for training and/or consultation go through Project contact and should be identified in the annual District Action Planning (DAP) meeting
- The **criteria for participation** are as follows:
 - Committed to evaluating and improving your district's current Tier 3 behavior process
 - Willing to meet to plan for and implement changes to your district's Tier 3 service-delivery model
 - Committed to applying evidence-based practices to improve the social, behavioral, and academic outcomes of students with severe problem behaviors in your district
 - Willing to participate in collecting data that will inform the Project and your district of improvements gained through the **this collaborative effort**



Tier 3 PBS/RtI:B Technical Assistance

- Technical Assistance can be requested at two levels:
 - Individual Student level** – Assisting a school team to implement the Tier 3 PBS process that have already received training from the FLPBS:RTIB Project.
 - Attendance and support by the District Coordinator and Coach is **required**
 - Other district personnel may also attend in order to build capacity
 - District planning** – Assisting a district to implement systems changes to support individual PBS application in multiple schools.
 - Requires identification of additional Team Members responsible for system-wide implementation
 - Will require action planning process facilitated by FLPBS:RTIB Project staff





PBS:RtIB School-Based Coaching Model

Coaching:

- A **set of activities** that provide facilitative support to build the capacity of school-based leadership teams to implement **Multi-Tiered Systems of Support (MTSS)** to enhance student outcomes
- Specific **skill sets** necessary to facilitate change within a multi-tiered system of supports (Tiers 1, 2, and 3)
- An **essential element for the successful implementation** of RtIB efforts

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School-Based Coaching

Coaching is not necessarily a person

- One person may **not** possess all the skill sets necessary to support a school-based team across all tiers of supports
- It may be necessary to identify **several people** with the necessary skills to support the school-based leadership and RtIB teams
- One team member may be designated as the coaching facilitator or 'point person', who secures the assistance of others based on essential skill sets

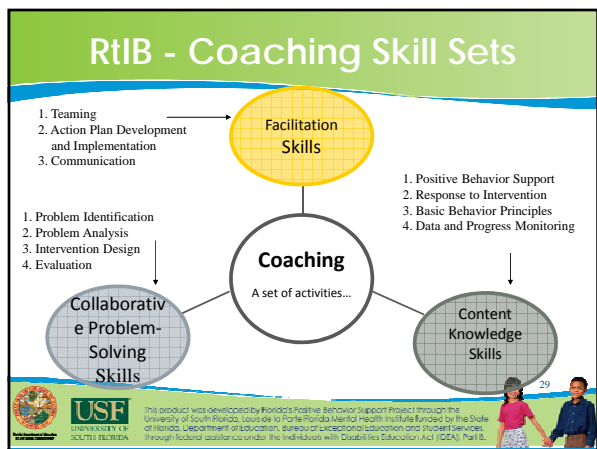
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Initial Coaching Training

Coaching 101:

- ½ to 1 day: Face-to-face, Adobe, or Online narrated module
- Systems Change and Multi-Tiered Systems of Support
- PBS:RtIB Principles
- Coaching Skill Sets
 - Effective Facilitation (teaming, action planning, implementation)
 - Content Knowledge (PBS, RtI, behavior principles)
 - Collaborative Problem-Solving
- Evaluation and Progress Monitoring
 - Data sources
 - Data analysis
- Group Discussions
- Practice Problem-Solving

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Coaching Activities

Examples:

- Facilitate effective **teaming and collaborative action planning**
- Ensure **fidelity of implementation** using the PBS action plan
- **Communication link** between district, school-based administration, faculty/staff, parents and community
- Provide **expertise** on behavior, PBS, RtI, data analysis
- Facilitate **structured problem-solving** during team meetings
- Assist with **data reporting, progress monitoring and evaluation**
 - PBSES Mid-Year I, Mid-Year II and Year-End reports
- Assist with **Model School** application process

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Building Coaching Capacity

- Identify personnel with the appropriate skill sets
- Facilitate monthly coaching meetings:
 - Evaluate fidelity of implementation
 - Data-based decision-making
 - Utilize problem-solving process
 - Identify training needs
 - Provide district support for coaching activities

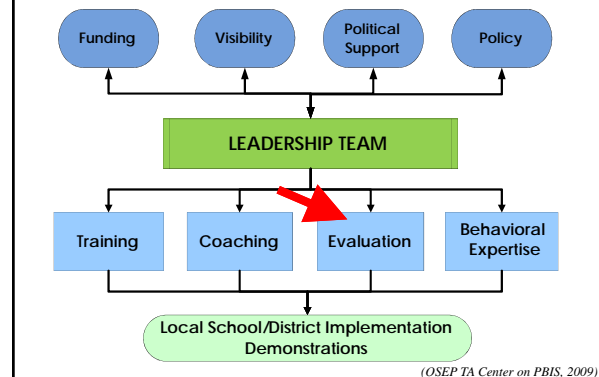
Site visits:

- Support coaching activities
- Mentor coach facilitators
- Liaison between school and district

- Utilize online Monthly Coaching Meetings ppts!



PBS: RtI/B Systems Implementation Logic

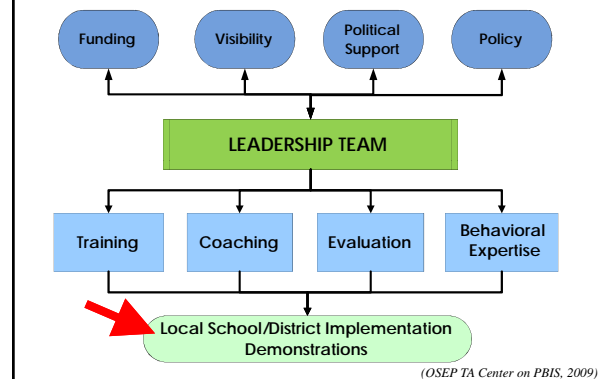


Evaluation Process

- Helping Coaches to understand the FLPBS:RTIB Project's evaluation requirements
- Ensure the validity of the Coaches' evaluation data
- Monitoring completion
- Providing the necessary information to FLPBS:RTIB Project
- Reviewing and distributing evaluation results
- Applying the evaluation results
- Working with the district IT on training schools in how to input/retrieve district data
 - Informing them of new state-wide behavioral database: www.flrtib.org



PBS: RtI/B Systems Implementation Logic



Model School Awards

- Identifying eligible schools
- Completing evaluation activities
 - (e.g., Walkthroughs, BoQ, BAT, Outcome Data Summary)
- Conversation with project re: recommendation
- Assisting the FLPBS:RTIB Project
- Informing schools of their status
- Publicizing PBS Model School status within the district and local community



Important Dates

- New schools identified at least 2 weeks prior to training (unless specified otherwise)
- New Coaches identified at least 2 weeks prior to training (unless specified otherwise)
- ANNUAL District Action Planning Meeting: 3+ months prior to proposed training
- Mid-Year Report I: November 1
- Mid-Year Report II: March 1
- End-Year Reports: June 15
- Model School Applications: June 15
- Coaches' Meetings: every month
- Tier 2 & 3 Trainings: ongoing



OSEP Technical Assistance Center on Positive Behavioral Interventions & Supports

Positive Behavior Support for Families

Directors: Rob Horner, George Sugai & Tim Lewis

USF: Don Kincaid & Heather George

www.PBIS.org

Top 5 Current Topics: Blueprint for SW-PBS Implementers, Bully Prevention in SWPBS, PBIS Tools, Evaluate Status and Impact of SWPBS at Multiple Tiers, Economic Stimulus Funds, Investing Wisely in Positive Behavior Supports, Seclusion and Restraint: SWPBS Considerations

Upcoming Events: National PBIS Leadership Forum, May Institute Forum

RSS feeds & Podcast: PBIS.org offers RSS feeds. The feeds include headlines, summaries, and links back to

Florida's Positive Behavior Support Rti for Behavior Project

http://flpbs.fmhi.usf.edu

CONTACT US PBIS LOGIN

DC CORNER: Designed exclusively for current FLPBS District Coordinators in the state of Florida

COACHES' CORNER: Designed exclusively for current FLPBS Coaches in the state of Florida

MODEL SCHOOLS: Designed exclusively to showcase exemplary FLPBS schools in the state

What's New? Web Training

DC Corner

DESCRIPTION OF DISTRICT COORDINATOR'S CORNER

GENERAL: District Coordinators' Meetings, Monthly Coaches' Meeting Modules

COACHES' CORNER: Monthly Coaches' Meeting Modules

MODEL SCHOOLS: Showcase Exemplary FLPBS Schools

813.974.6440 flpbs@fmhi.usf.edu

WELCOME to FLORIDA'S STATEWIDE DATABASE

Welcome to Florida's Response to Intervention for Behavior (RtI:B) database. Funded by the Department of Education, Florida's RtI:B database gives districts and schools an easier way to analyze their behavior data. Take a look around our website at the different resources that are available or check out the [demo](#) accounts to see how the database works.

ANNOUNCEMENTS: The recorded phone chat discussing the SWS transfer is now available! Click [HERE](#) to watch the recording. Live online support for the database will be available starting Monday, October 3rd. Click [HERE](#) for more information. Do you want more information about the status of your SWS data transfer? The RtI:B Database team will host a live chat on Tuesday, October 4th to address locally and answer questions.

TRAINING MATERIALS: Get started with your school's account. Register to access an RtI:B groups materials. Training Login Shortcut. How to access it items for the new database. FAQ's. [NEW!](#) Daily live support sessions now available!

Florida's Positive Behavior Support Project

- Phone: (813) 974-6440
- Fax: (813) 974-6115
- Email: flpbs@fmhi.usf.edu
- State Website: <http://flpbs.fmhi.usf.edu>
- National Website: www.pbis.org
- APBS: www.apbs.org

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