



ANDES CENTRAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:

Positive Action/PBIS Coordinator

REPORTS TO:

Building Principal

SCHOOL BOARD APPROVAL DATE:

July 9, 2018

FLSA STATUS:

To be determined

TERMS OF EMPLOYMENT:

Up to 40 hours per week. (Monday-Friday) Occasional after school and evening hours may be required to implement the programs intervention strategies for the length of the grant.

EVALUATION:

In accordance with approved policy

SUPERVISORY RESPONSIBILITIES:

Students, staff in implementing Positive Action/PBIS

SUMMARY:

The coordinator will receive specific training to implement the Positive Action/PBIS program. Training is mandatory. The Positive Action Coordinator should be able to work effectively with others in a team relationship and should be able to relate to both professional and non-professional staff of the school.

QUALIFICATION/BASIC JOB REQUIREMENTS:

Associate's Degree or equivalent required. Bachelor's degree in Sociology, Psychology, or related field (preferred but not required). Strong people and positive interpersonal relationship skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan and facilitate prevention activities by collaborating with staff and youth to include after school tutoring and family engagement activities
2. Implement Positive Action curriculum to reinforce the importance of self-understanding for a healthy total self-concept & to practice it's application
3. Conduct individual and/or group educational sessions for identified students
4. Participate in conferences and faculty meetings
5. Consult with faculty about the implementation of the Positive Action & PBIS Programs
6. Perform other duties as assigned

WORKING ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups.

PHYSICAL DEMANDS: *The physical demands described 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 sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50

pounds such as boxes and carts. Frequent keyboarding and repetitive motions with wrists, hands and fingers are required for this position. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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.