



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY  
INTERNAL CANDIDATES ONLY  
August 1, 2018**

**POSITION:** Positive Behavior Intervention Support (PBIS) Coach

**LOCATION:** All CCPS Schools

**POSITION SUMMARY:** The PBIS Coach promotes the PBIS framework of positive student behavior at their schools. The PBIS Coach will schedule and attend all PBIS meetings at their school. They will review student data such as attendance, discipline referrals, suspensions, and climate and culture data. The PBIS coach will collaborate with the team leader to make sure data is prepared for meetings and that an agenda has been developed for each meeting. The PBIS coach will serve as the liaison between the PBIS County Point of Contact and their PBIS team in their assigned school building.

**REPORTS TO:** PBIS County Point of Contact for CCPS and Director of Student Services or Designee

**QUALIFICATIONS AND EXPERIENCE:**

1. Possess a passion for creating a positive school climate and improving student behavior.
2. Excellent oral and written communication skills.
3. Good time management skills, ability to meet deadlines.
4. Demonstrated management, leadership and human relations skills.
5. Ability to exercise good judgement in making decisions.
6. Proven ability to carry an assignment to its completion.
7. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, parents and community members.
8. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
9. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS:**

1. Attend all PBIS meetings in your school.
2. Assist the PBIS team in reviewing school data.
3. Use the data to make decisions.
4. Help the PBIS team to set reasonable goals.
5. Reference the PBIS Annual Action Plan to determine that the team is moving toward their goals.
6. Complete the following paperwork: Annual Action Plan, Fall and Spring IPI, Recognition Award application (if applicable), TFI, and preparation for the TFI external evaluation.
7. Praise and reinforce PBIS team on all their efforts and highlight successes of your school's PBIS implementation
8. Be available for consultation
9. Publicize, highlight and share the success of your school's PBIS efforts
10. Attend County PBIS meetings
11. Visit the [www.pbismaryland.org](http://www.pbismaryland.org) website for resources and support

**OTHER DUTIES:**

Performs related work as required or assigned by the school principal, PBIS County Point of Contact or designee

**PHYSICAL DEMANDS:** Position requires periods of standing and walking and is performed in a typical school environment.

**UNUSUAL DEMANDS:** May be subject to a flexible work schedule.

**TERMS OF EMPLOYMENT:** Extra-duty, extra-pay position:

**FLSA STATUS:**

**EVALUATION:** Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**APPLICATION PROCEDURE:** Applicants please apply through your school's Principal.

[www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us)

**References must be directly related to educational experience and must include immediate supervisor.**

**Anti-Discrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

> Director of Student Services  
> Director of Human Resources  
1305 Dares Beach Road  
Prince Frederick, MD 20678  
443-550-8000

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof,  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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