



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	RtI / PBS Coordinator
<i>Payroll/Personnel Type:</i>	11 month Position
<i>Reports to:</i>	Executive Director for Special Education Services

Position Summary:

Under the direction of the Executive Director for Special Education, the District Coordinator for RtI/PBS will be responsible for planning, organizing and implementing the operations of RtI/PBS. The Coordinator serves as a support and coach at the district, school, and classroom levels in the implementation, monitoring, and improvement on topics related to Response to Intervention and Positive Behavior Support. The Coordinator will also provide leadership and technical assistance to the Executive Director of Special Education regarding policies and procedures in the areas of RtI and PBS upon request.

Essential Functions:

1. Organize and coordinate the RtI/PBS initiatives within the district, school, and classroom settings.
2. Select and mentor RtI/PBS school leaders who will assist their school through the implementation of RtI/PBS and be a point person for contact and communication.
3. Arrange and conduct staffing for students identified as needing contracted psychological counseling services.
4. Work closely with principals and teachers in an advisory capacity on matters of student behavior, learning, and intervention implementation..
5. Actively work to determine if problem solving decisions are adequately supported by data, ensuring the problem solving model is followed; identifying team training needs and providing or helping the team obtain relevant training; consult and collaborate with principals and teachers to meet the needs of students in Tiers I, II, and III.
6. Keep the Executive Director of Special Education informed on all matters involving RtI/PBS.
7. Assist in the revision and development of manuals, procedures and forms to maintain compliance of the District with federal and state requirements.
8. Assist in planning and conducting professional development and workshops for principals, teachers and other district personnel.
9. Provide crisis intervention on an as-needed basis.
10. Participate in ongoing professional development within and outside of the school district.
11. Serve as a resource person concerning RtI/PBS related information for the district and schools.
12. Prepare reports as needed and/or requested.
13. Perform other duties as designated by the Executive Director of Special Education.

Education:

1. Master's Degree or higher in psychology, education, or related area from an accredited university.
2. Missouri certification in one or more areas of Special Education, Counseling, or Administration.



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Experience Required:

1. A minimum of five years of successful professional experience in the field of education.
2. Knowledge and understanding of Response to Intervention and Positive Behavior Support.
3. Experience working with an urban school district.

Experience Preferred:

1. Previous supervisory or administrative experience in a school district.
2. Participation in teams using problem solving and response to intervention methods.

Knowledge, Skills and Abilities:

1. Ability to apply principles of logical thinking to thinking to define a problem, collect data, draw a valid conclusion, create and execute a plan to achieve results.
2. Strong relationship builder and keen understanding of what motivates others.
3. Ability to build strong relationships with various types of people and motivate superiors and peers to meet ambitious goals.
4. Strong strategic thinker and exceptional goal orientation.
5. Knowledge of School Board Policies, procedures, and standards regarding elementary and secondary education.
6. Knowledge of Missouri State Statutes and the Missouri Department of Elementary and Secondary Education Standards.
7. Knowledge of the organization and communication channels of a school system.
8. Knowledge of the ethical guidelines applicable to the position.
9. Ability to utilize popular computer-driven word processing, spreadsheet and file maintenance reports.
10. Ability to effectively express ideas orally and in writing.

Physical Requirements:

1. Must be physically able to operate a motor vehicle
2. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
3. Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

1. Work is routinely performed in a typical interior/office environment
2. Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.