**DE-PBS DISTRICT COACH RESPONSIBILITIES**

A district’s PBS coach guides the district wide PBS process on a systems level. Based on foundational background information gained from statewide training, this individual is the resident expert on PBS and functions as a resource to all schools and to district administration. District PBS coaches are in constant contact with building team leaders and share information from emails, PBS professional development, and statewide cadre meetings. The district coach is responsible for assisting building PBS teams and ensuring that follow up is provided for building administrators. District coaches are facilitators for the PBS process; they provide encouragement to all for the successful implementation of the district’s PBS process.

More specifically a district coach:

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| **Professional Development** | **Ongoing Priorities** | **Future Goals:** |
| * Communicates (by personal email) scheduled statewide PD to team leaders, * Coordinates substitutes for PD with DOE, * Attends all PD sessions | * Helps schools determine PD needs * Provides PD with Support (schoolwide PBS, classroom management, targeted training, FBA/BSP training) as needed to individual schools and/or teams * Plans for location and necessary materials for building trainings * Assists with coordinating substitutes for building trainings |
| **Technical Assistance** | * Attends cadre meetings, shares information with team leaders, and follows up with required tasks * Meets with team leaders and/or building teams | * Convenes district team leader meetings * Models meeting facilitation * Provides assistance with DDRT spreadsheets, recognition application etc. * Supports new team leaders |
| **Data** | * Communicates with teams regarding data (Needs Assessment, DDRT, School Climate) * Knows how access data * Reviews monthly DDRT spreadsheets | * Provides feedback to team leaders on monthly DDRT, poses questions about data analysis * Evaluates PBS in schools by reviewing multiple data sources, materials, products, surveys, PBS notebooks etc. * Provides support to schools on school climate process |
| **Sustainability** | * Determines which schools are fully functioning PBS schools * Encourages and supports school participation in new PBS external evaluation * Encourages PBS schools to continue to attend PD, to rotate roles within building teams * Provides feedback to DE-PBS Project about concerns, successes, and ideas | * Encourages functioning PBS schools to partner with other PBS schools in the district that may be struggling * Assists team in identifying individuals who can perform multiple roles within the team |

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