



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: PBIS Coach

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**Title:** Positive Behavior Interventions & Supports Coach (“PBIS Coach”)

**FLSA:** Exempt

**Reports To:** Project Director, School Climate Transformation Grant (“SCTG”)

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a non-profit education and human services organization serving students and families in the Greater Philadelphia Area for 50 years. Founded in 1970 and incorporated in 1983, TLC is one of the region’s largest community-based organizations providing alternative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** The PBIS Coach will (a) lead the effort to build and maintain a strong, positive achievement-oriented school culture that nurtures, inspires, and empowers students to become successful adults with 21<sup>st</sup> century skills; (b) work closely with teachers, students, and parents to provide positive behavior supports and interventions; and (c) develop, enhance, and provide technical support for the implementation of a school-wide PBIS framework.

- Duties & Responsibilities:**
- Support the implementation of a Positive Behavior Interventions & Supports (PBIS) framework at a designated school in the Norristown Area School District (NASD)
  - Work closely with five (5) other PBIS Coaches at other designated schools to ensure consistent district-wide implementation
  - Oversee implementation and provide professional development for evidence-based practices to improve school climate, such as Too Good for Drugs and Violence (TGF&V), Check In Check Out (CICO), social-emotional learning (SEL), restorative justice, and/or trauma-informed interventions
  - Track, review, and analyze student behavioral data including discipline referrals and suspensions to identify interventions for at-risk students
  - Implement school climate surveys, including Effective Behavior Support (EBS), School-wide Evaluation Tool (SET), Tiered Fidelity Inventory (TFI), and Team Initiated Problem Solving Fidelity Checklist (TIPS-FC)
  - Work closely with external evaluator on program evaluation activities
  - Provide direct coaching and counseling services (social skills groups) to Tier II and Tier III students
  - Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with School Climate Transformation Grant guidelines
  - Attend District PBIS Team meetings, Building Taskforce Team meetings, and Student Leadership Team meetings
  - Participate in regional, statewide and national PBIS conferences and meetings

- Skills & Knowledge:**
- Strong relationship- and team-building skills
  - Ability to communicate clearly
  - Strong organizational skills
  - Ability to be flexible and meet deadlines
  - Multi-tasking capability
  - Detail-oriented

**Education and Experience:** Master’s degree in counseling or social work is preferred

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Hours:** This is a full-time, 40 hours per week, 10-month position for duration of the five-year grant period. Evening and/or weekend work may be required at times.

**Work Environment:** Office and school settings

**Travel:** Travel to designated school sites in Norristown Area School District. Some out-of-region travel to conferences.

**EEO Statement:** TLC is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.