



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title:	<b>MTSS Social Emotional Behavioral (SEB) Coach</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Licensed</b>	Pay Range:	<b>T Salary Schedule</b>
Prepared/Revised Date:	<b>July 25, 2023</b>	Job Code:	<b>22003</b>

**SUMMARY:** Responsible for training, coaching, consulting and collaboratively working with staff and interconnected teams in schools, Student Services, and other district staff/teams to enhance and encourage the implementation of Multi-Tiered System of Supports (MTSS) for social, emotional, and behavioral (SEB) infrastructure, capacity, and best practices. This position is rooted in prevention and guided by data collection and outcomes to inform sustainable systems work and intervention. This position is funded through Project Aware which is a state and federal grant with an end date of December 31, 2026.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Initiate collaboration, coaching, and consultation within and among school teams and district departments within a social, emotional, and behavioral (SEB) tiered model and respond in a timely manner to school and district requests and needs.
2.	Work collaboratively with school-based Multi-Tiered System of Support coordinators and interconnected teams to implement Colorado MTSS (COMTSS) essential components, rooted in Positive Behavior Intervention and Supports (PBIS) with fidelity and sustainability. Provide support to other district initiatives of Restorative Practices and Trauma Informed Practices within the structure of MTSS-SEB.
3.	Develop, plan, prepare, and: <ul style="list-style-type: none"> <li>a. Facilitate a continuum of professional development opportunities related to MTSS-SEB components connecting to current district initiatives and coach and model exemplary evidence-based tiered instruction and interventions with embedded data collection and outcome procedures.</li> <li>b. Provide research, tools, and resources to support school mental and behavioral health efforts rooted in evidence based and data-driven practices.</li> </ul>
4.	Review, recommend, and/or develop materials and tools for enhancing practices and protocols within the five Essential Components within COMTSS.
5.	Contributing member of PSD multi-disciplinary teams at the district and site level to meet department goals and priorities.
6.	Build personal knowledge of COMTSS through training, research, and collaboration working directly with Project AWARE, Colorado Department of Education, district and building teams to enhance student performance.
7.	Represent PSD in and network with state and national organizations.
8.	Collaborate: <ul style="list-style-type: none"> <li>a. With district teams, mental health SSP's, teachers, facilitators, administrators, and other colleagues to enhance infrastructure and intervention and improve student, site, and district outcomes.</li> <li>b. With colleagues in team and building-based meetings and discussions.</li> </ul>



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| 9. Demonstrate a commitment to:<br>a. Provide a culturally responsive, trauma-informed, and equity-based approach thru infrastructure, capacity building, and best practices.<br>b. Include and engage community, family and youth voice in systems work.<br>c. Support all Poudre School District policies, procedures, and expectations.<br>d. Provide personal and professional excellence. |
| 10. Participate in:<br>a. Department, team, building, and district meetings and discussions.<br>b. Social, cultural, interscholastic, and extracurricular activities as related to position.<br>c. Professional growth opportunities.  |
| 11. Attend work and arrive in a timely manner.   |
| 12. Perform other duties as assigned.  |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's Degree in related educational field
- 5 years of professional work experience in the school setting

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire
- Current Colorado CDE professional license

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, district policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.



**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	