

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: McDowell County Project Aware Y/MHFA & PBIS Facilitator

REPORTS TO: Project Aware Facilitator

CLASSIFICATION: Teacher

FLSA STATUS: Exempt

EMPLOYMENT TERM: 215 days annually for the duration of the grant. Monday thru Friday.

COMPENSATION: Per county teacher scale (Grant Funded)

EVALUATION: Performance in this position will be evaluated annually by the Project Aware Facilitator in accordance with McDowell County BOE's Policy for Performance Evaluation for Professional Personnel and WV State Code.

JOB SUMMARY: The McDowell County Project Aware Y/MHFA & PBIS Coordinator will have overall responsibility for coordinating and completing activities to meet the goals of Project Aware. The Y/MHFA & PBIS Coordinator will provide daily oversight of the Y/MHFA and PBIS training component of the grant. This position will work closely with the Project Aware Facilitator, State Y/MHFA Coordinator, RESA, Schools, and the PBIS Project Aware State Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Become trained as a Y/MHFA instructor within the requirements of the grant and maintain that certification throughout the grant period;
2. Collaborate with Project Aware Facilitator, RESA, local schools and partners to build the local Y/MHFA training team.
3. Maintain records relating to Federal grant activities, LEAs and RESAs.
4. Coordinate with the LEA instructor cadre of local instructors, to organize and implement local Y/MHFA trainings, to achieve projected goal for first aiders trained.
5. Coordinate and facilitate ongoing meetings/communication with cadre LEA of local instructors to ensure strong communication/increase training opportunities.
6. Provide consultation and technical assistance in the implementation of Y/MHFA.
7. Provide Y/MHFA training throughout the school district to target all school personnel and key community partners.
8. Coordinate and ensure the data collection process, write periodic reports, and develop presentations.

9. Work as a liaison with the RESAs to coordinate delivery of staff development programs that are aligned with grant work plan.
10. Facilitate sustainability and expansion of PBIS practices district-wide.
11. Collaborate with the Project Aware PBIS Coordinator to provide and/or facilitate quality technical assistance/training at all three tiers of PBIS: universal, secondary, and tertiary.
12. Have ongoing collaboration with school-based PBIS teams.
13. Participate in regional, statewide and national PBIS leadership conferences and meetings.
14. Coordinate all activities with other appropriate initiatives.
15. Provide site visits and supports each school in the training of staff and implementation of the PBIS program.
16. Ensure that documentation required by local, state, and federal authorities related to the PBIS & YMHFA programs are provided on a timely manner.
17. Travel is required; and
18. Other duties as required.

QUALIFICATION REQUIREMENTS:

- Demonstrate courtesy and tactfulness in interpersonal relations;
- Demonstrate dependability;
- Demonstrate ability to use good judgment and make good decisions;
- Demonstrate an understanding of state standards and assessments; and
- Demonstrate best practices in curriculum, instruction and assessment.

EDUCATION AND/OR EXPERIENCE:

- Holds a minimum of a Bachelor's degree, preferably in health care, mental health or related field;
- Experience in project and personnel management, communications and working with state and school systems and community collaborations and partnerships;
- Demonstrated background and experience related to administration of health services; experience in program planning, development, evaluation and implementation; and experience in working with professional staff;
- Grant administration experience including work plan development, implementation, and evaluation;
- Knowledge of state programs operated by WV Department of Health and Human Services, West Virginia Department of Education regarding behavioral, medical and school health. (Prefer candidate familiar with Juvenile Justice, Governor's Kids First.);
- Demonstrated experience and ability to meet numerous deadlines; and
- Skilled in the wraparound services framework, West Virginia PBIS model and interconnecting systems framework.

COMMUNICATION SKILLS:

- Ability to navigate and work with WVDHHR, WVDE, and other stakeholders;
- Demonstrate a strong communication background with the ability to utilize Microsoft Office Suite, write reports and other grant correspondence;
- Demonstrated communication skills; ability to meet deadlines and set priorities and demonstrated computer skills;

- Ability to read, analyze and interpret common scientific journals, financial reports and legal documents;
- Ability to respond to common inquiries or complaints from parents and faculty; and
- Ability to effectively present information in verbal or written form to school administrators, faculty, parents, children and members of the School Board.

REASONING AND OTHER SKILLS/ABILITIES:

- Must have a working knowledge of computers and their capabilities;
- Familiar with computer software including but not limited to Microsoft Word and Excel;
- Familiar with intervention software and WVEIS;
- Ability to apply common sense understanding to potentially technical situations;
- Ability to establish priority ordering of tasks necessary to complete a project and convey those understandings and priorities to others; and
- Ability to employ logical sequencing, trouble-shooting, problem solving and decision-making skills.

PHYSICAL DEMANDS: The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to operate foot and hand controls, to use a telephone, to use a computer, to use interactive technologies, and to write. The employee will need to lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds or more.
- Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

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

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Inga Barker, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rig