



## School Overview for Implementation of PBS

### Getting started with PBS in your district:

- Present PBS to faculty in all participating schools to get buy-in from majority of staff
- Appoint a District PBS Coordinator
- Appoint coaches to serve each school (may serve more than one school)
- Complete New District Profile, Training Readiness Checklist, District Commitment Form and submit to GaDOE
- Attend 3 day PBS training in summer (School PBS Teams)
- Use SWIS for data collection and analysis
- Attend ½ day of SWIS training
- Reserve time during pre-planning week to train entire faculty in PBS
- Schedule monthly PBS Team meetings at each school to analyze and problem solve school-wide data
- Commit to a 3 year process

### Personnel Required for PBS

Role	Who may fill this role	Duties required
<b>School PBS Team</b>	6-8 Faculty members who broadly represent school and grade levels. (School Improvement Team members, principal, assistant principal, behavior specialist, teachers (general education & special education), counselor, graduation coach	<ol style="list-style-type: none"> <li>1. Attend all PBS summer training.</li> <li>2. Participate in school-wide training during pre-planning week and all ongoing training.</li> <li>3. Meet at least monthly to analyze and problem-solve school-wide data.</li> <li>4. Work with coach to implement school-wide PBS with fidelity.</li> <li>5. Complete periodic reports (Team Updates, evaluations,</li> </ol>
<b>School Level PBS Coach</b>	School counselors, graduation coaches, psychologists, behavior specialists, social workers, lead teachers, special education coordinators	<ol style="list-style-type: none"> <li>1. Attend all PBS training.</li> <li>2. Attend monthly PBS school level meetings.</li> <li>3. Monitor team progress.</li> <li>4. Serve as main contact person for the school-based team.</li> <li>5. Report to District Coordinator</li> <li>6. Attend regional coaches' meetings/trainings.</li> <li>7. Submit completed coaches' reports.</li> </ol>



Role	Who may fill this role	Duties required
<b>Data Entry</b>	PBS team member, data clerk, secretary	<ol style="list-style-type: none"> <li>1. Enter school discipline data on a weekly basis.</li> <li>2. Print data reports for monthly meetings.</li> </ol>
<b>District PBS Coordinator</b>	Principal, Assistant Principal, Special Education Director, Safe & Drug Free representative, Graduation Coach	<ol style="list-style-type: none"> <li>1. Serve as main contact with GaDOE representative.</li> <li>2. Submit all required documentation to the GaDOE.</li> <li>3. Communicate with and support coaches with the ongoing implementation of PBS.</li> </ol>
<b>District PBS Leadership Team</b>	District and building level administrators	<ol style="list-style-type: none"> <li>1. Develop District Action Plan</li> <li>2. Review individual school discipline data.</li> <li>3. Review district discipline data.</li> <li>4. Make recommendations or commendations based on data review.</li> </ol>