

# Position Description

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

<b>General Information</b>		
<b>Position Title:</b> PAX GBG Partner – FT 11 mos.	<b>Location:</b> Main Office/Program Site(s)	<b>Date:</b> August 2020
<b>Reporting Relationship(s):</b> Position reports to the Prevention Program Coordinator		<b>FLSA Classification:</b> Exempt

## **General Summary**

This individual will coordinate, plan and directly oversee the delivery, implementation and evaluation of PAX Good Behavior Game (GBG) Program to elementary teachers in one or more schools ensuring consistent implementation of program objectives. The PAX GBG Partner will deliver PAX Tools community workshops. The PAX GBG Partner plays a critical role in the success of PAX GBG in the classroom and PAX Tools in the community and will draw on his/her array of experiences seeing PAX GBG in action in multiple settings and classrooms, as well as the strategies offered in the PAX Manual.

## **Duties and Responsibilities**

### **Maintain Program requirements:**

- Foster positive teacher/support staff/administration/community relationships.
- Model PAX GBG and empower teachers to grow and sustain PAX GBG in their buildings.
- Present PAX Tools Community Workshops to parents/caregivers and other community-based providers
- Make observations, assess the presence or absence of actions, give effective feedback and acknowledge small improvements.
- Demonstrate flexibility with plans and schedules; adjust and spend extra time to solve problems, be creative and be effective in promoting PAX GBG and PAX Tools.
- Provide encouragement and enthusiasm for introducing PAX GBG and PAX Tools to children in school and in the community
- Share ideas about how to enhance the effectiveness of PAX GBG and PAX Tools to help students with high needs in the classroom and the community setting.
- Share ideas across classrooms, schools, and the community to promote self-efficacy around managing behavior and fostering skill development in children.
- Ensure PAX GBG core components are consistently implemented among students, teachers and relevant school staff.
- Ensure classroom teachers meet and maintain fidelity to the model, and teachers progressively increase the amount of time the game is played to achieve goals.
- Conduct, at a minimum, weekly site visits to each PAX GBG classroom to provide support, coaching, modeling and feedback.
- Collaborate with district, funders and Supervisor to strengthen PAX GBG and PAX Tools at each site.

### **Maintenance of database and hard copy files:**

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- Document teacher and school progress through notes, data collection/entry and analysis.
- Collect, analyze and report school/district outcome data and compile monthly and quarterly reports as required by funders.
- Provide and/or support the delivery of professional development to school support staff and teaching staff through meetings, specialized training and booster sessions.
- Attend staff meetings and perform other duties at the request of Supervisor, Team Leader and Executive Director.
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

## Education Requirements

Bachelor's Degree in educational, behavioral or other related human service field required.  
Master's degree preferred

## Previous Experience Requirement

Minimum of 5 years of school-based setting experience providing behavioral or educational programming, services to children; and leadership experience desirable

## Knowledge and Skills Needed to Perform Effectively in this Position

Demonstrated capacity in school-based program implementation, training, coaching and evaluation skills. Additional skills required include proficient oral and written communication skills, excellent time management, strong presentation and public speaking skills, ability to build strong relationships, computer skills including Excel, leadership, highly organized and attentive to detail, and ability to work with a diverse group of individuals, etc.

## Additional Requirements

- Incumbents in this position will be expected to work between 35 and 40 hours per week as job requirements and school calendars dictate
- PTO needs to coincide with times when students and programming are not in session, unless there is an extenuating circumstance (Please follow procedure). A schedule of school breaks will be provided.
- Occasional Evening and weekends hours are required
- Provide support as needed/assigned for all PAX trainings.
- Must be fingerprinted to be submitted for criminal background checks
- Valid NYS Driver License
- Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
  - Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools

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- Obtainment and transport of supplies and equipment
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- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship

**Physical Dimensions** (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- Ability to visit several schools each day
- This position involves extensive walking and driving and possibly lifting up to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.  
Employee Signature:  
Date: