

POSITION:	Pass Program Supervisor
POSITION SUMMARY:	PASS (Positive Approach to Student Success) provides behavior education services to students with emotional and behavioral issues
QUALIFICATIONS/ REQUIREMENTS:	<input type="checkbox"/> Associate Degree or five years of experience in working with students in the community
REPORTS TO:	Principal
SUPERVISES:	none
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> ➤ Provide leadership and direction of the PASS program ➤ Oversee the entire PASS program with regard to PASS staff (coaches, paras) and within the general education setting and implementation of the PASS curriculum such as classroom rules, expected behaviors, self-regulation techniques, and social skills development ➤ Serve as the point of contact for external stakeholders, parents, and district officials ➤ Monitor initial integration of students into the PASS program ➤ Ensure the PASS Coaches and paras are working one on one or in small groups with students to address targeted behaviors of concern ➤ Oversee the implementation of behavior monitoring and interventions by PASS coaches and paras ➤ Monitor the different phases of the PASS program to ensure they are being implemented effectively and efficiently by the PASS staff ➤ Conduct regular team meetings to review student progress ➤ Attend ARC's where the PASS program may be discussed ➤ Assist in monitoring student behavior and providing interventions to students while in general education setting ➤ Monitor student data collection ➤ Ensure all staff are aware of PASS procedures ➤ Ensure PASS staff is creating appropriate documents needed for each student in order to implement the PASS program ➤ Ensure general education staff have knowledge/are given documentation of PASS students' triggers and intervention plans when applicable ➤ Ensure PASS staff is monitoring student behavior daily in the general education setting and a schedule is in place for doing so ➤ Ensure PASS staff are implementing the schedule and in assigned areas ➤ Communicate regularly with general education and special education teachers to align PASS strategies with classroom expectations and curriculum

	<ul style="list-style-type: none"> ➤ Ensure the PASS team is tracking student progress and using the information to adjust interventions as needed ➤ Create procedures for monitoring PASS student attendance while in PASS classroom versus the general education classroom ➤ Create procedures for gathering student work from the general education ➤ Attend scheduled PASS trainings ➤ Ensure proper trainings for staff
TERMS OF EMPLOYMENT:	Employment for 205 days, with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by Principal

Board Approval: