POSITION ANNOUNCEMENT: ASSISTANT DIRECTOR, WISCONSIN RTI CENTER (PBIS FOCUS)

Challenging and exciting opportunity to impact education across Wisconsin! Lead and support a group of dynamic staff as they assist schools and districts implementing equitable, multi-level systems of supports with a focus on PBIS. Advise the Director on the strategic direction and organizational vision, including equity-related efforts for the Wisconsin RtI Center. Make recommendations based on data, results of evaluation process, and statewide needs.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Direct, manage, and oversee daily department operations to ensure they are of the highest quality and are in compliance with Center policy and procedure. Supervise department staff.
- Actively participate in the creation of short- and long-term goals and plans for the Center. Propose department goals, objectives, and work plans to meet Center goals. Review and utilize data in the creation of goals and work plans.
- Mentor, coach, and advise staff on the technical assistance they provided to schools and districts on implementing an equitable, multi-level system of supports. Provide feedback to staff on an ongoing basis.
- Create connections, collaborate, and represent the Center with external professional groups including, but not limited to, the Wisconsin Department of Public Instruction, school districts, institutes of higher education, CESAs, and other local, state, and national constituents and stakeholders.
- Plan, organize, and manage small- and large-scale projects, including the annual PBIS Leadership Conference attended by over 1000 educators.

SUMMARY OF QUALIFICATIONS

- Sound judgment and the ability to make decisions in ambiguous situations.
- Knowledge and experience with Wisconsin’s Framework for Equitable, Multi-Level Systems of Supports.
- At the district and school levels, significant expertise and experience implementing and evaluating Positive Behavior Intervention and Supports (PBIS) as a part of an equitable, multi-level system of supports.
- Experience leading continuous improvement models and problem-solving processes.
- Understand the alignment of (local, state, or national) behavior priorities such as Interconnected Systems Framework, Trauma-Sensitive Schools, Wisconsin’s Mental Health Framework, and Wisconsin’s Social-Emotional Competencies with PBIS.
- Able to lead equity and culturally responsive related efforts.
- Knowledge of implementation and improvement sciences and their application to educational processes.
- Experience with organizational and systems thinking at the district or other organizational levels.
- Able to create and support a positive climate and culture that is a strengths-based team environment.
- Valid driver’s license. Current teaching license required.
- A master’s degree in a related field and a minimum five years of related experience and/or training, or a bachelor’s degree in a related field and a minimum of 10 years of related experience.

The Assistant Director is a statewide position and the Wisconsin RtI Center works in a virtual office environment. This position will work from home and can be based from anywhere in the state. 50% travel is expected.

To apply, submit a letter of interest, resume, license credentials, and transcripts to hr@wisconsinrticenter.org. Please direct all questions to this email address as well. Application materials must be received by August 14, 2019.