



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: PBIS Coordinator

Department: Administration

Posting Issued: October 6, 2023

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$54,620.80/Annually

Shift: 1st

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Evaluates the implementation and sustainability of the Positive Behavior Interventions and Support Framework for multiple assigned facilities, ensuring events are occurring and that all youth meeting criteria are able to attend. Provides oversight and technical assistance and perform audits of PBIS team progress. Participates in program evaluation and action research. The PBIS/Data Analyst participates in all phases of program evaluation and action research. Formulates research designs, queries databases, then processes and analyzes data in support of projects and information requests. Creates and presents full reports from results of analyses to monitor Court and PBIS fidelity.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Applicant must have at least 3-5 years' experience working in Juvenile Justice, Data Analytics or related field.

Bachelor's Degree in a relevant field, Master's Degree preferred. An appropriate combination of education, training, course work and experience may substitute for the required degree.

Experience in criminal justice or a court environment and/or experience in action research is preferred. Ability to understand and perform various data analyses with statistical software. Extremely proficient with Microsoft Suite, especially Excel.

Must have valid Ohio Driver's License with acceptable driving record and show proof of insurance.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

REV: 8/19/2023

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: PBIS COORDINATOR/DATA ANALYST
(Positive Behaviors Interventions and Supports)

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-Time
CIVIL SERVICE STATUS	Unclassified	REPORTS TO	Court Administrator
PAY GRADE	A24	WORK SCHEDULE	40 Hours a week

DISTINGUISHING JOB CHARACTERISTICS

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ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides facility technical assistance for implementation and fidelity to Positive Behaviors Interventions and Supports (PBIS) framework.

Develops, trains and implements new procedures, policies and processes to standardize, simplify or otherwise improve operations/processes. Educates and trains staff on PBIS framework.

Ensures consistency across the Juvenile Court’s 3 facilities. Detention, Center for Adolescent Services (CAS) and the Nicholas Residential Treatment Center (NRTC).

Formulates research designs, queries databases, then processes and analyzes data in support of project(s). Evaluates internal and external programs against best practice standards.

Formulates research/evaluation designs in response to reporting requirements and data requests. Procures data from source(s) via standard or ad hoc reporting. If required data do not exist, produces plan to collect necessary information.

Processes raw data selects appropriate statistical testing and executes data analysis in support of Court projects, initiatives and/or data requests from external parties.

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Produces full reports and presentations of results from data analysis.

Maintains excellent data and reporting records and documents processes for each repetitive reporting project.

Facilitates information-gathering sessions with court staff to perform job and process analysis and maps organizational processes using appropriate software tools, incorporating job tasks, paperwork and computer interfaces.

Works extensively in the Juvenile Court's case management database (The Juvenile Court System JCS)

Other duties as assigned.

DATA COLLECTION

Possess strong interpersonal skills to inform and coordinate with individuals, teams and groups, internal and external, in reference to PBIS continuity and Juvenile Court data analysis and program evaluation. Possess the ability to interpret data and to present information effectively. Compile statistical monthly reports for PBIS program and relevant Court programs and data analysis.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned by the Administrative Judge and Court Administrator

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; Computer Software; General office equipment

CONFIDENTIAL DATA

Access to confidential records on a daily basis; Juvenile records (personal and case information); non-public records information.

USUAL PHYSICAL DEMANDS

Must be able to effectively communicate verbally with Judges, Directors, PBIS members, teachers and line staff and the public.

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Experience in criminal justice or a court environment and/or experience in action research is preferred. Ability to understand and perform various data analyses with statistical software. Extremely proficient with Microsoft Suite, especially Excel.

Must have valid Ohio Driver's License with acceptable driving record and show proof of insurance.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act Requirements.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____