

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: POSITIVE CULTURE AND CLIMATE COORDINATOR

GENERAL DESCRIPTION OF JOB

Under the supervision of the Director of Social-Emotional Learning and Character Education, employee provides strategic supports to schools' staff and other district personnel to facilitate the development of effective systems and practices for a positive culture and climate for all GCS school communities. All systems and practices are aligned with and support the on-going work of the Multi-System of Supports (MTSS) initiative as outlined by the North Carolina Department of Public Instruction and Social Emotional Learning initiative as defined by Guilford County Schools SEL department. This is a 12-month position.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops and delivers appropriate training/professional development for school and district staff that facilitates the development of a positive culture and climate and is aligned with the implementation of Multi-Tiered Systems of Support and Social Emotional Learning in Guilford County Schools.

Provides consultation and assistance to school staff and district personnel in the successful implementation of systems and practices that supports positive culture, climate and behavior.

Works closely with and serves as a liaison with multiple departments including, but not limited to MTSS, GCS School Psychology and the Exceptional Children's Department.

Provides and supports district wide training opportunities for district staff on Restorative Practices and supports implementation through coaching.

Provides consultation, training and technical support to the users of the behavior data management system contracted by GCS. Provides support and training to school personnel on using the data for problem solving and planning. Provides regular reports to district level staff regarding system-wide behavior data. Is familiar with other district data management systems and consults and collaborate with the personnel in charge of those systems.

Develops an effective monitoring and evaluation system, which includes data collection and indicators in order to measure the effectiveness and impact of training and program development.

Reads various publications and attends various workshops, seminars and conferences to continuously upgrade professional knowledge.

Prepares and maintains a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations.

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Communicates and collaborates with administrators, district personnel, outside organizations, and the school community to coordinate activities and programs, and resolve issues and conflicts.

Maintains records and provides a report of services provided as directed.

Adheres to laws, policies, procedures, and ethical standards.

Participates in regularly scheduled departmental and other district meetings as required/requested.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Educational Specialist or Doctorate in School Psychology preferred with a minimum of 5 years' experience. Licensure required.

Experience in program development, implementation and monitoring of positive behavior supports at all levels of a tiered system with experience and understanding of NC MTSS preferred.

Experience/training related to the GCS Social Emotional Learning initiative.

Experience using adult learning practices to develop effective professional development, including the use of technology in trainings.

Experience providing technical assistance and training on data management systems and proficient in using data to problem solve.

Experience providing coaching, consultation and technical assistance on the implementation of behavior systems and practices to peer and non-peer audiences and school leadership teams.

Experience working with the Exceptional Children's Department and knowledge of state regulations and policies guiding EC work.

Experience with successfully working with diverse groups to form productive working relationships.

Experience working in or with an urban education system strongly preferred.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and

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consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, overhead projectors, video cassette recorders, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology,

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Deep knowledge of instructional practices that promote supportive learning environments and build social and emotional skills.

Knowledge of adult learning styles and best practices for coaching and providing feedback.

Cultural competency and ability to navigate and promote sensitivity with issues of race and equity.

Ability to coordinate and collaborate with diverse groups of professionals across multiple departments and organizations.

Experience coordinating and delivering professional development for a variety of internal and external stakeholders.

Skilled multi-tasker and excellent time manager; ability to effectively achieve multiple goals and manage multiple projects simultaneously.

Passion and urgency for the critical role of SEL for improving the lives of students and families in Guilford County.

Proficiency in MS Office Suite (e.g., Outlook, Word, Excel and PowerPoint).

Ability to travel between multiple school and district locations.

Thorough knowledge of federal, state, and local policies and procedures regarding instruction.

Considerable knowledge of School Board policies, procedures and standards.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to assess the effectiveness of programs and activities.

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Ability to interpret policies and procedures.

Ability to develop long-range plans.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments including students, parents, school personnel, and members of the business community.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.