

**PUEBLO SCHOOL DISTRICT 60**  
**PROFESSIONAL JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	School SEL and Culture Coordinator
<b>Prepared Date:</b>	5/26/2022
<b>Revised Date:</b>	9/15/2023
<b>Work Year:</b>	220 Days
<b>Department:</b>	Student Support Services
<b>Reports To:</b>	School Principals
<b>Salary Range:</b>	APT Salary Schedule (Lane A)
<b>Benefits:</b>	Fringe Benefits based on Schedule C Benefits
<b>Status:</b>	FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

This is a grant funded position with funding through the Colorado Education Initiative through June 2025. There is no guarantee of continued employment beyond that time

As a vital part of Pueblo D60's overall goal of fostering a culture and climate that meets students' social, emotional, and academic needs, the School SEL and Culture Coordinator will play a critical role in ensuring school environments are physically and emotionally safe; provide social and emotional supports for staff and students; equip staff to identify and respond to students who experience barriers to feeling connected; build multi-tiered supports with community resources; engage youth to take an active role in positive climate and culture development within schools; and engage families and community members in designing inclusive school cultures and climate enhancing programs that focus on connectedness, an enhanced sense of student agency and empowerment, staff and student social and emotional support, as well as academic success.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Any combination of education and/or experience equivalent to: Bachelor's Degree in Social Work, Psychology, Counseling, Education, or related field, and three (3) years of experience in education or community related role
- Valid Colorado Driver's License
- Reliable Transportation
- Proficient in Microsoft Office and Google Suite Applications
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Master's Degree in social work, psychology, counseling, education or similar field
- Previous experience in social services or with children
- Leadership responsibilities involving project management
- Demonstrated experience working with community partners
- Experience in working with students in behavior modification
- Bilingual in Spanish

**SKILLS AND KNOWLEDGE:**

- Ability to work in a complex environment using technical and interpersonal skills.
- Ability to establish and maintain positive and productive working relationships with diverse groups including regulatory agencies and members of the school and stakeholder community
- Ability to effectively present information to leadership, public groups, and boards of directors and respond to common inquiries or complaints as needed.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision-making skills to ensure quality of work meets expected standards
- Ability to work well in a team including staff and volunteers. It is critical to be able to build teams and work collaboratively
- Ability to prioritize multiple demands
- Ability to maintain accurate records and documentation and provide reports to the school administration
- Ability to maintain strict confidentiality and ensure the safety and security of confidential information and documents.
- Working knowledge of and the ability to operate within Board policies and procedures
- Strong organizational and time management skills for balancing competing priorities
- Excellent interpersonal, verbal, and written communication and conflict resolution skills

with the ability to build relationships with people from diverse life experiences

- Ability to work a flexible schedule, including some nights and weekends

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Work closely with respective principals, the appropriate Executive Directors and Colorado Education Initiative staff to advance the expectations of the Youth Connections grant.
- Maintain and work within the Youth Connections budget for both schools. Continued refinement of the grant strategic plan (Roadmap).
- Attend all applicable Youth Connections meetings, convenings and coaching sessions.
- Develop strong relationships with administration, teachers, staff, students and community members to generate a collective and comprehensive commitment to enhancing both schools' culture and climate while also creating vertical alignment between the two schools.
- Drive conversations with staff and administration aimed at achieving school-wide support for student agency, empowerment and ownership.
- Generate consensus about core culture values, rules and consequences among staff and students and publicize them throughout the school and to parents/community members.
- Lead a Youth Connections team of teachers, administrators, and students at both schools with the goal of promoting the appropriate culture and climate at both schools. School-based teams should meet on a monthly basis. These two teams should meet jointly on a quarterly basis.
- Coordinate and promote strategies that work to build relationships (each student having a "go-to" or mentoring adult) and sense of belonging for all students and staff in schools.
- Align behavior and discipline programs with the schools' culture and climate values and ensure they have a restorative approach.
- Collaborate with other school and district staff to integrate new programs and resources and reinvigorate existing ones that are aligned to the Youth Connections grant that support positive school culture, including but not limited to:
  - Social and Emotional Learning
  - Conflict Resolution
  - South Freshman Seminar / PAA Leadership classes
  - School Connectedness and Peer Mentoring
  - Physical plant décor enhancements
  - WEB and LINK program
  - Capturing Kids Hearts (for PAA)

- Social and Emotional supports for staff
- PBIS incentives
- Effective culture and climate
- Ensure program objectives are closely aligned with specific results. Use surveys, focus groups and other metrics to gauge progress and track performance. Provide grant reporting data, as required.
- Drive communication and publicity efforts within the school including, but not limited to:
- Youth Connections Culture and Climate kick-off and follow-up assemblies;
- Positive hallway messaging and goals;
- Parent and community engagement sessions and updates

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the School Principals and Executive Director of Student Support Services

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 - 9 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)		<b>X</b>			
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms			<b>X</b>		
Repetitive use wrists			<b>X</b>		

Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation				<b>X</b>	
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting/Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; at times works in classrooms and hallways surrounded by students and staff of various ages and abilities; Daily work schedules will vary depending on student and school needs. Position requires frequent local travel in the community.