

**Positive Culture and Climate
Coordinator
New Hanover County Schools Job Description**

CLASS: Administrative
DIVISION: Student Support Services

TITLE: Positive Culture and Climate Coordinator

QUALIFICATIONS:

1. Master's degree in School Psychology preferred with a minimum of 5 years' experience. Certified as a school psychologist by the State of North Carolina required.
2. 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.
3. Experience/training related to the NHCS Social Emotional Learning initiative and district Strategic Plan.
4. Experience using adult learning practices to develop effective professional development, including the use of technology in training.
5. Experience providing technical assistance and training on data management systems and proficient in using data to problem solve.
6. 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.
7. Experience working with the Exceptional Children's Department and knowledge of state regulations and policies guiding EC work.
8. Experience with successfully working with diverse groups to form productive working relationships.
9. Experience working in or with an urban education system strongly preferred.

REPORTS TO: Director of Student Support Services

JOB GOAL: Under the supervision of the Director of Student Support Services, employee provides strategic support to school staff and other district personnel to facilitate the development of effective systems and practices for a positive culture and climate for all NHCS school communities. All systems and practices are aligned with and support the on-going work of the Multi-Tiered System of Supports (MTSS) initiative as outlined by the North Carolina Department of Public Instruction and Social Emotional Learning initiative as defined by NHCS Student Support Services department. This is a 12-month position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. 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 New Hanover County Schools.

2. Leads and coordinates actions initiated by district work groups such as the School Health Advisor Council, District Social and Emotional Learning Leadership Team, and Social and Emotional Coaches and Instructional Specialist.
3. Provides consultation and assistance to school staff and district personnel in the successful implementation of systems and practices that supports positive culture, climate and student centered discipline.
4. Works closely with and serves as a liaison with multiple departments including, but not limited to MTSS, NHCS School Psychology and the Exceptional Children's Department.
5. Provides and supports district wide training opportunities for district staff on positive behavior supports, alternatives to suspension, Verbal De-escalation, Youth Mental Health First Aid, and Crisis Prevention (CPI) and supports implementation through coaching.
6. Provides consultation, training and technical support to the users of the behavior data management system contracted by NHCS. Provides support and training to school personnel on using discipline data as part of a system for continuous improvement . Provides regular reports to district level staff regarding system-wide behavior data. Is familiar with other district data management systems and collaborates with the personnel in charge of those systems.
7. Develops an effective monitoring and evaluation system for Social and Emotional Learning Initiatives , which includes data collection and indicators in order to measure the effectiveness and impact of training and program development.
8. Reads various publications and attends various workshops, seminars and conferences to continuously upgrade professional knowledge.
9. Prepares and maintains a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations.
10. Communicates and collaborates with administrators, district personnel, outside organizations, and the school community to coordinate activities and programs, and resolve issues and conflicts.
11. Maintains records and provides a report of services provided as directed.
12. Adheres to laws, policies, procedures, and ethical standards.
13. Participates in regularly scheduled departmental and other district meetings as required/requested.
14. Performs other related work as required.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment:
September 2022

Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: State school psychologist salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

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 New Hanover 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.
- 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.