



## Job Description

Job Title:	<b>Whole Child Initiatives Coordinator</b>	Job Code:	<b>130801</b>
Job Family:	<b>Non-Certified</b>	FLSA Status:	<b>Ex – A</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L 13</b>
Prepared/Revised Date:	<b>August 2023</b>	Work Year:	<b>12 months</b>

**SUMMARY:** Responsible for providing strategic leadership and vision to assure the effective supervision and management of community and district resource support for students and families, including but not limited to highly mobile student populations; Health and Wellness initiatives; and programs related to the Whole School, Whole Community, Whole Child (WSCC) model, in order to support equitable access to learning and opportunity for all students in Adams 12 Five Star Schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage the coordination and promotion of district health and wellness efforts to ensure effective implementation of the District Wellness Policy and WSCC components including, but not limited to: health education; physical education; health services; nutrition services; counseling, psychological and social services; healthy and safe school environments; health promotion for staff; and family/community involvement. This includes distributing weekly wellness updates to school wellness team leaders, promoting Professional Development opportunities, maintaining a curated list of WSCC resources, planning the annual Five Star 5K, reviewing mini-grant applications, disbursement of wellness general and grant funds, organization and leadership of the District Health Advisory Committee, providing guidance to school wellness teams, and collaboration with other district divisions and departments to revise and ensure fidelity with the District Wellness Policy.	D	15%
2. Supervise and evaluate the Student and Family Outreach Program, McKinney-Vento Homeless Education, Child Welfare Education, Refugee/Evacuee Community Navigation, and Medicaid Certified Application Assistance Site programs, including hiring, supervising, and evaluating classified, certified, and administrative staff members; seeking out funding opportunities; providing programmatic and fiscal oversight of an expansive budget consisting of multiple individual donor, private foundation, state-level, and federal-level grants and funding sources; and evaluating and synthesizing information to make data-driven decisions around program services. Grant oversight includes ensuring the goals, performance objectives and requirements of awarded funds are met, appropriate data is collected and reported in the proper format, and funds are utilized in a fiscally responsible and timely manner. Provide vision, direction, and technical assistance in order to support highly impacted students and families, including creating resources and professional development for district and school staff, managing operational support and resource allocation for school-based resource rooms, building the capacity of schools to meet the needs of their students and families, and creating opportunities for families to access resources.	D	50%

3. Coordinate and partner with other district divisions and departments as well as community organizations. Within the school district this includes supporting the process of the Local Service Plan for Medicaid and meeting regularly with the District Mental Health team, Health Services, CCLC, Federal Programs, Intervention Services, Counseling, MTSS, Student Support Services, CLDE, IT, Communications, Finance, BASE, Transportation, Legal, and Nutrition Services as well as school administrators and staff. Outside of the school district, this includes creating and fostering partnerships with community-based organizations and non-profits that support highly impacted students and families and representing the district on community, county, regional, and state boards and advisory committees related to highly mobile education and the WSCC model. Report to the Superintendent and Board of Education regarding the state of highly mobile education in Adams 12. Respond to community and media requests for information regarding highly mobile education initiatives in Adams 12.	W	20%
4. Develop and lead training and presentations around the WSCC model, including but not limited to issues related to poverty, homelessness, foster care, newcomers and refugees, Positive Youth Development, restorative approaches, positive discipline, social-emotional learning for protected populations, parent development, and overall health and wellness of students and staff. Stay up to date on best practices and research in the WSCC model by attending and presenting at conferences, workshops, and seminars, reading publications, and conducting research. Mentor and provide guidance to staff in these areas as needed and appropriate.	W	10%
5. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree from an accredited college or university in public health, social work, education or related field
- Minimum of two (2) years of experience in a leadership position with oversight of multiple projects, staff training, and evaluation.
- Experience in grant management.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to travel among school locations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Critical thinking and problem solving skills.
- Project management skills, including ability to facilitate and lead committee work.
- Ability to build strategic vision, spur strategic action among multiple departments and stakeholders and analyze results objectively
- Ability to lead a continuous improvement planning process from data analysis; to identification of priority needs, strategic objectives, action plans and evaluation methods
- Excellent oral, written, and public speaking communication skills.
- Knowledge of the Whole School, Whole Community, Whole Child (WSCC) model
- Knowledge of the responsibility of schools and school districts preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage stressful situations.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Student Engagement Initiatives, Director	050302

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Administrative Assistant or Business Support Technician	1	070716 or 050201
	Social Workers	2-3	1700SW
	SFOP Community Resource Specialists	5-6	031029
	Youth Advocate	1	080414
	Family Outreach Liaisons	2	1252
	Community Navigator	1	031030

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Ability to create project and/or multiple grant budgets and oversee expenditure of funds.
- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X

Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	