

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.

Job Title: School Culture Coordinator – Grant Funded
Prepared Date: 7/18/2023
Revised Date: 9/15/2023
Work Year: 220 days;
Department: Teaching and Learning
Reports To: School Principal
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

This is a grant funded position with funding through Title I grant funding. There is no guarantee of continued employment.

The School Culture Coordinator is an integral part of creating a safe, engaging, and collaborative school culture. The School Culture Coordinator will work with school staff, students, families, and the community to provide more engagement opportunities for students, build community partnerships, provide educational opportunities for families, and support the overall safety and culture of the school. In addition, the School Culture Coordinator will organize and support family engagement opportunities, student clubs, exploratory days, assemblies, and district-level initiatives such as STEM Fair, Spelling Bee, and writing competitions.

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:

- Bachelor's degree
- Valid Colorado Driver's License
- Reliable Transportation
- 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
- Leadership role in supporting and monitoring at-risk students
- Bilingual in Spanish

SKILLS AND KNOWLEDGE:

- Knowledge of cultures, and various communication and learning styles, available community resources to which students and families may be referred
- Demonstrated skills in communication, assessment, evaluation, plan implementation and record maintenance
- Ability to relate to and work successfully with at-risk students, parents, school staff, and community
- Ability to work independently and as a collaborative team member
- Organizational skills which include planning, facilitating, and following up on events.

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 with administration teams to build and create proactive systems to successfully engage students and build intervention systems that assure on time graduation for all students
- Conduct outreach activities designed to increase parental awareness and to assist students in seeing the importance and relevance of their education such as parent orientations, home visits, and coordination with the business community in arranging mentorships and apprenticeships
- Provide outreach and follow-up support to students and families through a variety of communication means to include in-person, telephonic, electronic, and home visits

- Act as mentor to specified at-risk students by connecting with students and establishing a rapport that allows for open communication
- Create and maintain confidential program records and organizational systems
- Compile data for tracking and evaluation purposes
- Work with a team including building leadership and teachers to develop a strong transition from elementary to middle school as well as middle school to high school
- Develop and build student rapport to focus on student self-advocacy and empowerment of personal and educational goals
- Plan and facilitate student engagement opportunities within the regular school day as well as after school and on Friday's
- Collaborate with community partners to build ongoing relationships and make connections to the school community
- Organize and facilitate assemblies that help build the school community and culture and highlight the strengths and accomplishments of students
- Provide educational opportunities and/or connections for families
- Work with families and outside agencies to ensure that students and families receive available support as needed
- Create exploratory day schedules that align with the academic needs of students and student interests
- Plan, facilitate, and monitor school, community, and district level engagement opportunities for students
- Coordinate thematic units across grade levels that include guest speakers and field trip opportunities and/or hands-on and experiential learning
- Showcase student achievement and accomplishments throughout the school building
- Collect, monitor, and track student data and share that information with necessary stakeholders
- Review school and district safety processes and monitor current practices to plan and implement necessary safety measures.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the School Principal

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)

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

F – Frequently (2.5 – 6 hrs per day)
 NA – Not Applicable

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting/Carrying Maximum weight: 50 lbs.			X		

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.