Adams 12 Five Star Schools

**Job Description**
Prepared/Revised: **April 2021**

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|---|---|---|---|
| Job Title: | **Crisis Recovery & Suicide Prevention Coordinator** | Job Code: | **5061** |
| Job Family: | **Certified** | FLSA Status: | **Exempt - P** |
| Pay Program: | **Administrative** | Pay Grade: | **L12** |
| Typical Work Year: | **10 months** | | |

**SUMMARY:** Coordinated systemic support for the district and provide specific school support in suicide prevention and crisis recovery. Coordinate with members of the Learning Services departments, school administration, outside agencies and community partners regarding social emotional learning, brain wellness along with mental health support. Collaborate with district staff along with other agencies and community organizations who are working with students who are high risk for suicide, threat assessments, and exhibit at-risk behavior in the school setting.

**ESSENTIAL DUTIES:** *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. Participate as a member of the Superintendent's crisis team. Coordinate response efforts with district security team, school and district staff. Manage Crisis Team and coordinate/support crisis events within schools in the district. | D | 30% |
| 2. Coordinate the process and protocols for Suicide Risk Assessments and training in the district. Collaborate and consult with mental health teams and school-based administrators in caring for identified high risk and/or at-risk students and help to develop support plans. Provide support to schools in conducting suicide assessments and site-based recovery plans. Analyze data-suicide assessments. Assist in the development of crisis plans based on available date including but not limited to threat assessment and Special Education data. | D | 20% |
| 3. Collaborate in the development of district-wide Social Emotional Learning (SEL) curriculum to support mental health and brain wellness and serve as a member of the SEL advisory team. Collaborate with the MTSS Director in the development of a robust MTSS system in Adams 12 Five Star Schools. | D | 15% |
| 4. Manage the District Crisis Team by overseeing professional development of the team; recruitment and support of team members; collaboration and coaching schools through a crisis situation. This includes supporting recovery efforts, debrief each situation to learn from and enhance district protocols and supports and following up on each individual situation as needed. | D | 5% |
| 5. Coordination with outside agencies, regarding support services for students, including but not limited to: School Based Therapist, Judi's House, grief counseling, local hospitals and clinics. Work with other support agencies in the area to ensure Adams 12 Five Star School's understanding and implementation of best practice in school/district crisis prevention and recovery. | D | 5% |
| 6. Coordinate with student and family outreach, student engagement initiatives, nutrition and wellness, safety and security, student support services, and counseling department staff in support of student safety and well-being. Collaborate with teams to build systems and structures to support school climate and culture, staff and students | D | 5% |
| 7. Collaborate with Learning Services department to build systems of supports for students and to provide coaching and professional development for district/school staff on mental health related topics. Provide trainings for staff including but not limited to trauma informed care, grief in schools, ASSIST, PREPARE, safe talks and SOS. | D | 5% |
| 8. Assisting with Counseling and Mental Health services-levels of intervention (universal, targeted and intensive services). | D | 5% |
| 9. Attend state and regional meetings and professional development opportunities as a representative of Adams 12 Five Star Schools. | M | 5% |
| 10. Perform other duties as assigned. | D | 5% |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in Education, Social Work or Counseling
- Minimum of three (3) years of experience in the field of public school education or a mental health related field
- Demonstrated in-depth knowledge of Social Emotional Learning, trauma-informed practices, crisis recovery required
- Experience working with elementary or secondary age students required
- Previous experience in working with adults learners preferred
- Last performance evaluation meeting or exceeding standards in all performance areas including overall performance

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Must hold or have the ability to obtain a valid Colorado Department of Education (CDE) license
- Colorado Department of Education license with counselor or social worker endorsement preferred
- Preference given to candidates with English Language Learner (ELL) Training and/or a culturally and Linguistically Diverse Education (CLDE) license endorsement or equivalent endorsement.
- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to work effectively as part of a team
- Ability to promote and follow Board of Education policies, District policies, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment
- Excellent oral, written, and public speaking communication skills.
- 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.
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Demonstrate initiative and ability to follow-through
- High level of interpersonal skills, including the ability to diffuse and manage volatile and stressful situations
- Ability to maintain confidentiality in all aspects of the job
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- 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

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | JOB CODE |
|---|---|---|
| **Reports to:** | Director, Multi-Tiered System of Supports (MTSS) | 050401 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|---|---|---|---|
| **Direct reports:** | | | |

**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 5 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. | X |
| 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 | |

| **NOISE LEVEL:** | **Exposure Level** |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |