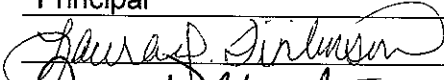

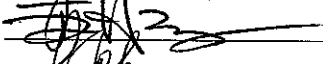
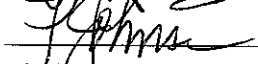


Jordan School District
CERTIFICATED JOB DESCRIPTION

Job Title:	School Climate and Culture Specialist	
Department/Location:	School	FSLA Classification: Exempt
Supervisors Title:	Principal	Contract: 184 Days
Department Approval:		Date: AUG 17, 2016
ADA Review:		Date: 8.17.16
HR Approval:		Date: 17 Aug 2016
Superintendent:		Date: 24 Aug 2016
Original Date:	05/2009	Revised: 8/2016

GENERAL FUNCTION

Under the direction of the Principal, the **School Climate and Culture Specialist** will work to create a school climate and culture that will lead to increased student achievement for all students to support school efforts to make optimal student growth and achievement. The position of School Climate and Culture Specialist will exist as long as funding is available.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Work closely with the principal, faculty, and District programs to design school-wide positive behavior plans and implement research-based intervention strategies for student learning.
- Meet with school leadership teams to train and evaluate classroom and school-wide positive behavior intervention plans.
- Work closely with District staff and District behavior specialists.
- Follow Utah Effective Teaching Standards.
- Actively participate in Professional Learning Communities (PLC's).
- Meet regular and predictable attendance requirements.
- Support school principals and leadership teams in utilizing school-wide data to make decisions and modify plans regarding the effectiveness of school-wide initiatives.
- Assist principals to support at-risk students and their families by making connections to community agencies, supporting parenting skills and creating systems of student mentoring for academic success such as:
 - Department of Child and Family Services
 - Jordan Education Foundation
 - District Nurses
 - Faith-based organizations
 - Big Brother/Big Sisters or other mentoring programs
 - Training staff on bully prevention and gang issues
 - Federal and state grants etc.
 - Strong Fathers
- Assist in monitoring and assessing program effectiveness.
- Assist in the development, implementation and evaluation of short and long-range planning for school improvement.
- Implement short and long-range planning procedures, management systems and accountability procedures as assigned.

- Keep current professionally, to represent the District at local and State meetings and to participate in appropriate professional organizations as assigned.
- Support Principal’s in development and implementation of their required parent involvement plans to support School Improvement Plan (SIP) goals. The main focus will be on community involvement and parenting.
- Work within the National Network of Partnership schools framework to support ongoing parent involvement training and technical support (Title I schools).
- Will be trained and act as a School Support Team member, whose responsibilities will include but not be limited to:
 - Participate in all aspects of school appraisals
 - Complete observations and summary reports
 - Support data analysis for school improvement planning
- Support all aspects of school-wide program compliance (Title I or other) as assigned.
- Integrate technology to support student learning.
- Provide and maintain a safe and supportive environment in the classroom and on the school campus.
- Maintain professional competence through in-service education activities required by the school District and State as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission.
- Represent Jordan School District in a professional, ethical and positive manner.
- Attend and participate in faculty meetings as required.
- Administer appropriate student attendance policies and procedures.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311 – Evaluation for Licensed Personnel.
- Is responsible for understanding and adhering to all District Policies including but not limited to:
 - AA418 – Discipline of Students – Staff Responsibilities
 - DP342 – Hours of Work
 - AA409 – Scope of Employment
 - DP371 – Employee Information Network Acceptable Use Policy
 - DP311 – Evaluation for Licensed Personnel
 - DP316 NEG – Orderly Termination Procedures – Licensed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee’s normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Requires a cleared criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Requires a Bachelor’s Degree from an accredited college or university in Education or related field.
- Requires a valid Professional Educator License for the State of Utah within the relevant “License Area of Concentration” and, if applicable, “Endorsement”.

- Meet the requirements indicated in ESSA regarding highly qualified.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires minimum 5 years successful experience in a public school setting.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Requires strong understanding of educational research and use of data to make programmatic and instructional decisions.
- Requires strong computer and educational technology skills and proficiency in the use of Microsoft Office Suite applications.
- Requires experience in at-risk student mentoring, school-wide behavior planning, working with community agencies to support student success, and increasing parent involvement and support in the public school.
- Requires the ability to perform multi-task operations with high levels of self-monitoring.
- Requires experience with supporting tiered intervention services in elementary schools.
- A working knowledge of State Core Curriculum and Board of Education adopted guidelines.
- Experience in multiple grades preferred.
- Must demonstrate professionalism at all times.
- Highly experienced in supporting schools with the use of positive behavior supports for establishing school-wide behavior plans.
- ESL Endorsements, Master's Degree in Education or Social Work, and/or Behavior Specialist Certification strongly preferred.
- Teacher mentoring and/or coaching experience preferred.

Machines, Tools & Equipment Used:

- Standard office equipment, including phone, fax, computer, copier, etc.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and may be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*