



**Job Title:** Positive School Climate Coordinator

**Department:** Site Principal  
**Reports To:** Director of Student Engagement  
**Grade:** BG-7  
**Number of Days:** 12 Month  
**Current Date:** October 17, 2018  
**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Under the direction of the Principal, the Positive School Climate Coordinator will support the Tulsa Public Schools' vision ensuring that all students have access to safe, supportive and joyful school cultures. The Coordinator will work closely with the school administrative team and the department of Student and Family Supports Services to provide high-risk students with academic and social supports. The Coordinator will support in-school initiatives and services that foster student achievement.

**Minimum Qualifications: Bachelor's Degree of Education - Master's of Education Degree in school counseling (preferred)**

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

### **Cultivate Alignment of School Community Expectations**

- Assist school leadership team in planning, monitoring, and maintaining school-wide Tier 1 interventions aligned to the structures and systems in place to promote a positive school culture
- Support staff with the implementation of Tier 2 and 3 behavioral interventions as directed by school leaders
- Communicate with each suspended student's teachers on a daily basis to ensure that all students are provided with work
- Ensure suspended students are provided with additional academic support during missed instruction time to ensure that they remain academically on-track
- Maintain, monitor, and enforce student commitment contracts with each student prior to his/her return to school or in-class instruction
- Assist in tracking and decreasing out-of-school suspension rates
- Ensure students and families have access to information about their rights and responsibilities and inquiries are sent to the appropriate channels
- Collaborate with school administrators and teachers in consistently maintaining school-wide expectations, systems, and structures for promoting a positive climate & culture within the school building
- Foster a safe and supportive academic and social environment that supports and fosters student growth and achievement
- Hold one-on-one conferences with students with repeated infractions to discuss discipline record and next steps
- Consistently implement a behavior contract system to support and monitor the progress of students who are frequently suspended
- Implement the District's re-entry protocol for students returning to school from out-of-school suspension or incarceration
- Support school in facilitating delivery of services for students who have experienced loss or trauma

### **Monitor Consistent Implementation of the District's Student Code of Conduct**

- Coordinate with school leaders, teachers, and staff to ensure school's efforts to significantly reduce the number of incidents that lead to missed instruction and/or out-of-school suspension, in alignment with Tulsa Public Schools' goals and priorities
- Communicate effectively with school staff members to ensure adherence to the District's Student Code of Conduct
- Log and track behavioral information in student information system
- Aid and support teachers, school leaders, and staff to implement school-wide positive behavior incentives in order to reduce the number of students who commit behavioral infractions
- Consistently monitor discipline data for the school and collaborate with teachers, school leaders, students, and families to address identified needs
- Collaborate with Tulsa Public Schools Student Supports team to analyze data and respond to trends
- Support projects and initiatives in other divisions and departments throughout CCSD on an as-needed basis
- Complete other duties as assigned by the Supervisor or Supervisor's designee

- Coordinate Attendance and Chronic Absenteeism Work
- Conduct cross-functional attendance team meetings on a bi-weekly basis
- Review the data and work with the accountability team to devise supports
- Develop strategy and support for schools around ways to increase attendance and decrease
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to facilitate collaborative team processes across disciplines using collective impact model.
- Understanding of educational success and social, emotional learning and development.
- Ability to communicate effectively and efficiently in a variety of settings, including public speaking.
- Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situation.

**Supervisory Responsibility:** None

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.