



Job Title: Student Life/Engagement Coordinator

Department: Student and Family Support Services

Reports To: Director of Student Engagement

Grade: BG-7

Number of Days: 12 Month

Current Date: October 17, 2018

Overtime Status: Exempt

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: Works with school administration, students, and families to oversee effective implementation of the district's student code of conduct, analyze data related to student discipline policies, including suspension rates, conflict mediation, and the effectiveness of proactive interventions; facilitates regular meetings with stakeholders to review student data; coordinates school and community resources to work with individuals who have been impacted by a discipline incidence; works with families to communicate student rights and responsibilities, alternative education referrals, safety, and advocacy; serves as the content expert on restorative justice research, policies, and practices; serves as point-person on discipline issues that are escalated to the Central Office

Minimum Qualifications: Bachelors of Education (required) Master's Degree in an Education Related Field (preferred)

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

- Oversee effective implementation of the district's student code of conduct, including ensuring that the policies maintain alignment with district, state, and federal regulations
- Analyze data related to student discipline policy, including suspension rates (including disproportionality), conflict mediation, and the effectiveness of proactive interventions; facilitate regular meetings with stakeholders to review data
- Coordinate existing school and community resources to work with individuals who have been impacted by a discipline incidence
- Work with families to communicate student rights and responsibilities, alternative education referrals, safety, and advocacy
- Develop and implement the professional development and training agenda for school leaders and school staff regarding student equity, cultural responsiveness, school culture and climate, and restorative justice
- Serve as content expert on restorative justice research, policies, and practices
- Serve as point-person on discipline issues that are escalated to the Central Office
- 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.
- Proven ability in the development, design, implementation and facilitation of training.
- Strong organizational and event planning skills.
- 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.
- Working knowledge of behavioral research and expertise in applying that research in daily practice is required. Knowledge and expertise in the essential components of school-wide PBIS systems is essential

Supervisory Responsibility:

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.