

CLASSIFICATION DESCRIPTION

TITLE: *Climate Coordinator*

TITLE OF IMMEDIATE SUPERVISOR: Assistant Superintendent

ACCOUNTABLE FOR (Job Titles):

SUPERVISES: Instructional programs and staff development activities in the areas of cultural competence, climate, and bullying/harassment intervention and prevention

PAY GRADE ASSIGNMENT:

Teacher pay scale

GENERAL SUMMARY OR PURPOSE OF JOB:

Provide coordination for the planning, implementation and evaluation of the plan to address the district's aim of creating and sustaining a safe and welcoming environment. Responsibilities generally include coordinating staff development opportunities, working with staff and families to intervene in situations of bullying and/or harassment, and other activities to improve the climate and culture of the district.

ESSENTIAL DUTIES: (These duties are a representative sample)

Harassment/Bullying Prevention & Intervention

- Respond to harassment/bullying reports
- Facilitate mediation sessions with families involved in harassment/bullying situations
- Work with student lead groups to address harassment & bullying behaviors
- Lead staff development/training opportunities for staff at all levels of the district
- Create an evaluation plan for the districts harassment/bullying policies & practices

Climate Coordinator - Title II .60

- Collaborate with learning services department and quality steering committee to create and implement a district-wide climate improvement plan
- Facilitate staff development opportunities in alignment with the district's climate goals
- Develop and implement a tiered intervention model for addressing behavior and climate issues
- Train and implement district restrictive procedures plan and procedures

MINIMUM QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a master's degree in education or a closely related field, or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

CERTIFICATION OR LICENSING REQUIREMENTS (prior to job entry):

- Licensed to teach by the Minnesota Department of Children, Families and Learning.

KNOWLEDGE REQUIREMENTS:

Requires knowledge of:

- Federal, State, and District Policies on harassment/bullying
- State and Federal law regarding harassment/bullying

- Federal and State reporting requirements
- General knowledge of building and maintaining safe and welcoming environments
- General knowledge of climate/culture intervention programs/strategies

SKILL REQUIREMENTS:

Skilled in:

- Communication and interpersonal skills with staff and community members.
- Organizational skills
- Effective group facilitation skills
- Basic computer skills for word processing, spreadsheets, using databases, publishing, e-mail, and the Internet.
- Preparing reports.
- Ability to perform multiple tasks concurrently.
- Ability to use common office equipment and processes, such as facsimile machines, photocopiers, calculators, and voice messaging systems.