



Job Title: Coordinator of Culture and Climate

Department: Student and Family Support Services
Reports To: Senior Director of Student Engagement
Grade: BG-08
Number of Days: 12 Months
Security Access: District
Current Date: April 12, 2016
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: Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

The Coordinator of culture and Climate will provide leadership for a comprehensive school culture and climate strategy. The coordinator will collaborate with district leaders, instructional leadership directors, school leaders, school counselors, families, and community partners to build

systems and structures to strategically promote and align culture and climate initiatives, social emotional learning, and restorative practices.

Minimum Qualifications:

- Master’s degree in counseling, social work, or related field.
- Five years’ experience in direct service with youth, teaching, or related experience.

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

- Collaborate with internal and external partners to develop and sustain a districtwide strategy to advance culturally responsive practices, social emotional learning, and positive school cultures.
- Work with instructional leadership directors, school principals, school counselors, and community partners to facilitate classroom programming that promotes social emotional learning, restorative practices, and positive cultures.
- Provide professional development in social emotional learning and restorative practices for district leaders, counselors, social workers, teachers, and staff.
- Create comprehensive, multi-tiered culture and climate resource for schools, students, and families—i.e. curricula, toolkits, research papers, publications, etc.
- Engage and communicate with school stakeholders—i.e. parents, students, staff, community partners, etc.—regarding culture and climate.
- Support guidance counselors in building a districtwide school counseling strategy for Tier1 academic, social, and career development initiatives.
- Provide professional development for school counselors—social emotional learning, core counseling, interventions, etc.
- Develop a districtwide system for measuring culture and climate including attendance, discipline, student achievement, climate surveys, and research.
- Collaborate with community youth development organizations to align resources and share best practices.
- Attend professional learning community meetings support services personnel to provide updates, professional development, and plan initiatives.

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.

Supervisory Responsibility: Does not directly supervise any individuals.

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

- Standard office environment

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