



**Job Title: Coordinator of Student Support and Crisis**

**Department:** Student and Family Support Services  
**Reports To:** Senior Director for Student Engagement  
**Grade:** BG-08  
**Number of Days:** 12 Months  
**Security Access:** District  
**Current Date:** May 3, 2017  
**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:** 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 student support and crisis will provide leadership necessary to ensure comprehensive student support services in schools that includes tiered intervention and prevention supports, positive behavior interventions and systems, counseling supports, and

capacity building for student supports. The position collaborates closely with administration, teachers, parents, special education, community partners, and state agencies.

**Minimum Qualifications:**

- Oklahoma teacher / counselor certificate
- Master's degree in counseling, social work, or related field.
- Five years' experience in direct service with youth, teaching, or related experience.
- Previous experience in a large, public school setting a plus—preferred urban, Title I schools.

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

- Oversee school crisis management i.e. deaths, TIPS reports, suicide prevention, abuse, bullying etc.
- Assist in the direction and coordination of district and community resources to provide safe, disciplined learning environment and a comprehensive guidance program.
- Support school leaders, teachers, and staff in developing and implementing effective classroom based interventions to support student achievement.
- Support school counselors in building a districtwide school counseling strategy for tier1 academic, social, and career development initiatives.
- Analyze district and school level data on interventions, discipline, attendance, referrals, and academic achievement to evaluate impact of programming and ensure continuous improvement.
- Identify and share resources, models, and best practices for improving student attendance, discipline, academic achievement, graduation rates, and related student supports.
- Direct and monitor 24/7 district incident management system.
- Provide support for suspension reviews when needed.
- Hold regular professional learning community meetings with district deans, school counselors, social workers, social support specialists, and behavior coaches to provide professional development and plan initiatives.
- Provide training for mandatory reporting and serve as a resources for federal and state mandates—i.e. child abuse/neglect, FERPA, safe schools, confidentiality, etc.
- 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:**

- In collaboration with school principal, support and supervise elementary and middle school teams

**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.