



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	School Culture and Climate Coordinator
Payroll/Personnel Type:	12 Month
Reports to:	Deputy Superintendent of Student Support Services

Position Summary:

SLPS is seeking a talented administrator with a broad base of knowledge in school culture and climate. In this position, the individual is expected to work in coordination with the School Culture and Climate Coordinator for Academics to develop and support school principals and staff in their ability to create and maintain a safe and nurturing school climate for the students of SLPS.

Essential Functions:

- Work closely with teachers and student support staff in an advisory capacity on matters of student behavior, learning, and intervention implementation
- Develop and deliver professional development for teachers and student support staff on matters of student behavior and intervention implementation
- Work in collaboration with the School Culture and Climate Coordinator of Academics to develop and deliver professional development around student interventions
- Work in collaboration with the School Climate and Culture Coordinator of Academics to provide Classroom Management support by developing and delivering professional development
- Work in collaboration with the School Climate and Culture Coordinator of Academics to develop, implement and evaluate metrics/data from school surveys and observations regarding school culture and climate
- Collaborate with the School Climate and Culture Coordinator of Academics on any departmental “crossover” initiatives that impact school culture and climate
- Attend Trainings and Conferences to improve knowledge base of student intervention practices
- Coordinate professional development for, and provide technical assistance to, ISS/reflection room monitors
- Assist schools in developing Behavior Intervention Plans
- Coordinate the management of the district’s 504 process
 - Coordinate and monitor the district’s compliance with Section 504 and Title II of the ADA, as well as state civil rights requirements regarding discrimination and harassment based on disability
 - Coordinate revisions to district policies and procedures related to Section 504/ADA, as necessary, to ensure that they are up-to-date and consistent with current requirements under these laws
 - Develop a working knowledge of current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, Title II of the ADA, as well as rules and guidelines adopted by the U.S. Department of Education’s Office for Civil Rights (OCR)
 - Develop and deliver professional development for the implementation of the district’s policies and procedures related to Section 504/ADA, and ensure that they are applied consistently across the district and at each school building
- Prepare reports as needed and/or requested



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- Perform other duties as designated by the Deputy Superintendent of Student Services

Knowledge, Skills, and Abilities:

- Possess knowledge of current literature related to school culture and
- Demonstrated knowledge of school culture and climate initiatives
- Possess knowledge of 504 law and procedures
- Demonstrate organizational skills related to all Essential Functions listed above
- Demonstrate patience and compassion with students, staff and parents in a variety of settings
- Develop trusting relationships with school staff
- Work effectively on a team
- Work collaboratively with peers
- Possess knowledge of various cultures' values, behaviors, beliefs and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, urban education and driven to make a difference
- Demonstrates initiative and problem-solving capabilities

Experience:

- School or district level administration experience (preferred)
- Project management experience
- Demonstrated ability to develop and deliver professional development
- Demonstrated ability to work autonomously
- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting

Education:

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)
- Missouri Teaching Certification (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.