

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, Culture and Climate	CLASSIFICATION:	Certificated Management, United Professional Educators (UPE)
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	9868	WORK YEAR:	12 Months
DEPARTMENT:	Curriculum and Instruction	SALARY:	Range 47 Salary Schedule B7
REPORTS TO:			

BASIC FUNCTION:

Under the general direction of the Director III Professional Learning, Culture, Climate and SEL, the Coordinator of Culture and Climate, will assist in the coordination and support in the development, implementation, and expansion of Social and Emotional Learning (SEL) and related programs (PBIS, Anti-Bias/Anti-Racist, Restorative Justice, Trauma Informed Practices) within the development and implementation of an MTSS framework.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is in

Review school-based data to inform and guide sites MTSS, SEL, PBIS, suspension, behavior referral, and attendance improvement efforts. **E**

Review District level data to inform and guide MTSS, SEL, PBIS, suspension, behavior referral, and attendance improvement efforts. **E**

Train and provide ongoing technical and data analysis support to staff who use school-wide data collection systems. Includes but not limited to site leaders and training specialists. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff. **E**

Participate in regional, state, and national MTSS, SEL, PBIS, attendance, and other related conferences and meetings. **E**

Support the recruitment, staffing, training, and ongoing support to District level SEL and PBIS staff. **E**

Participate in MTSS, SEL, and PBIS leadership meetings at the District and site level. **E**

Present at various meetings and venues to provide common language and common understanding and update of District MTSS initiatives and goals. **E**

Facilitate sustainability and expansion of MTSS, SEL, PBIS, academic, and attendance improvement practices District-wide. **E**

Demonstrate cultural proficiency, sensitivity, and equity to ensure all SCUSD students' needs are included and to increase student success. **E**

Model district standards of ethics and professionalism. **E**

Promote innovative and appropriate approaches that will support the diverse needs of students across the district **E**

Accept and carry out responsibility for direction, control, and planning. **E**

Provide a positive climate of interaction and communication between school staff, families, and the community. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform other related duties as assigned. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree in education, school psychology, social work or related field; minimum of four (4) years of increasingly responsible experience in administrative or supervisory position; and related experience in

- Plan and conduct professional development and training.
- Communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Demonstrate skills in facilitation, conflict resolution, and adult learning principles.
- Demonstrate skills in data gathering and analysis, project planning, decision making, and evaluation.
- Actively participate in meeting District goals and outcomes.
- Learn District organization, operations, policies, objectives, and goals.
- Interpret, comprehend, apply and explain rules, regulations, policies, and procedures.
- Work confidentially and independently.
- Demonstrate an understanding, patient, sensitive, and receptive attitude toward a diverse student population.
- Work effectively with and recognize the needs of culturally and economically diverse groups.
- Plan and organize work to meet schedules and timelines.
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