

COORDINATOR OF COMMUNITY CARE

Job Title:	Coordinator of Community Care
Initial:	May 2017
Revised:	April 25, 2022
Work Year:	Full Year
Office:	Education
Department:	Individualized Education
Reports To:	Executive Director of Individualized Education
FLSA Status:	Exempt
Pay Schedule:	Administrative

Related Organization Chart



POSITION SUMMARY: The Coordinator of Community Care (CoCC) assists the Executive Director of Individualized Education, Director of Culture and Services, Director of Special Education, D49’s Grief-Loss-Trauma Support Team, and Safety and Security along with a variety of departments and teams with oversight for the social, emotional, and behavioral needs of our communities – building, classroom, school, zone, district, and surrounding area – that affect educational progress. The CoCC works closely with the Executive Director of Individualized Education to ensure the well-being of the whole child and other stakeholders directly and indirectly associated with the child. The CoCC assures quality of services and supports primarily associated with the care of the whole child but also in support of the wellness needs of adults. When a specific need is identified and in consultation with the Executive Director, the CoCC assists teams to improve the social, emotional, and behavioral needs of the students and other members of the community.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on zone assignment and other factors.

- Coordinates the resources, programs, and individuals who provide a full spectrum of care to all members of our community.
- Works closely with the Health and Wellness Specialist to ensure mental health and social/emotional supports are provided to staff and students.
- Works closely with the Safety and Security Team with safety assessments to address the mental health needs of the students, staff and families impacted.
- Evaluates safety assessment data for trends and clusters of concern so that appropriate supports are provided.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Oversees the development and implementation of the annual Climate Survey and provides an annual report to each school and zone in conjunction with the Chief Education Officer and Executive Director of Individualized Education.
 - Works with community agencies to incorporate holistic community supports for the D49 community.
 - Performs duties of Incident Commander for Grief-Loss-Trauma situations.
 - Provides mental health information – social, emotional, behavioral – to communities within District 49.
 - Conducts and/or organizes a variety of presentations, professional development and community events to support the mental health needs of students, families, and staff.
 - Assists both formally and informally with the development of systems of care and evaluation of those systems.
 - Trains specific teams (e.g. principals, counselors) on best practices within communities to meet identified social, emotional, and behavioral needs.
 - Assists with supervision and evaluation of teams as determined by the Executive Director of Individualized Education.
 - Assists the Executive Director of Individualized Education with screening, interviewing, and hiring process for specific positions within Individualized Education.
 - Attends team and department meetings related to educational, social, emotional, and behavioral student needs.
 - Advises the central office staff, zone administration, building administration, itinerants, and classroom staff on related issues.
 - Serves as a resource to Restorative Practices.
 - Serves as an ambassador of Community Care and District 49 in all building and community-based opportunities through effective and accountable leadership.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: Supervisory responsibilities determined by the Executive Director of Individualized Education and may vary year-to-year.

Budget Responsibility: Direct budget responsibilities determined by the Executive Director of Individualized Education and may vary year-to-year.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Graduate degree in psychology (school or clinical), counseling, or social work required.
- Graduate degree in educational administration or leadership preferred.

Experience:

- Social/Emotional experience to include instruction, service and support, crisis response management, grief-loss-trauma response, and special education experience.
- Administrative experience in district or school setting preferred.

Knowledge Skills & Abilities:

- Knowledge of the Whole School, Whole Community, Whole Child (WSCC) model.
- Knowledge of child and adolescent development.

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- Knowledge of general organization and functions of a public school system.
 - Ability to communicate effectively and resolve conflict with students, parents, and community groups.
 - Good organization and communication skills.
 - Demonstrates accomplishments in keeping professionally current.
 - Knowledge of data collection and the ability to interpret data.
 - Knowledge of research-supported interventions related to academic, social and behavioral concerns.
 - Ability to be flexible in order to meet the unique needs of the assignment.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Colorado licensure for school psychologist, school counselor, or school social worker required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.