



Youngstown City School District
Coordinator of Culture and Climate
Job Description

Position: Coordinator of Culture and Climate
Status: Exempt
Reports to: Building Principal
Salary: Exempt Salary Schedule
Schedule: 220 Days
Fund Source: General/108 or Grant Funded

Purpose Statement

The Coordinator of Culture and Climate will work to maintain a safe and positive school culture that allows students to focus on learning. This role involves overseeing the Student Intervention Center and supporting the delivery of operational and administrative services related to students' behavioral performance and academic achievement. The Coordinator will use restorative practices strategies and PBIS (positive behavioral intervention supports) to foster a positive culture and climate. This highly organized individual must build and maintain strong rapport with students, families, and staff, consistently upholding the Student Code of Conduct.

Essential Functions

- Manage the integration of PBIS as a tenet of the MTSS framework.
- Manage the Student Intervention Center, including after-school detention, time-out sessions, and short-term and long-term interventions.
- Maintain disciplinary records and oversee all matters of student attendance.
- Communicate with parents, teachers, and attendance teams on student attendance and investigate attendance issues.
- Advise students and parents on ways to improve attendance and counsel individual students as needed.

- Support students in establishing high standards of conduct and provide input for student placement and evaluation.
 - Facilitate student/teacher reentry meetings and provide peer mediation to resolve student conflicts.
 - Represent the school system at community meetings and conferences, and work with community and government agencies on issues such as drug abuse and truancy.
 - Plan and coordinate work of assigned staff members in collaboration with the Assistant Principal for Operations.
 - Contribute to and participate in ongoing professional development, including working with colleagues in a professional learning community model.
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Qualifications

- Master's Degree in Education and/or Counseling or evidence of comparable ongoing certified professional development.
 - A minimum of three (3) years of successful experience as a school administrator, clinical supervisor, director, or in teaching a content area.
 - Experience in student advisory, staff and curricular development, and using data to make decisions regarding student success outcomes.
 - Flexibility and self-direction.
 - Preferred: Possess or be working on an Elementary or Secondary Administrative license in the state of Ohio.
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Characteristics

- Excellent time management, organizational, and prioritization skills.
- Strong will to uphold high behavioral expectations of students in support of school policies.
- Integrity to fairly and consistently uphold the school's Student Code of Conduct with all students.
- High levels of initiative and attention to detail.
- Ability to handle the pressure of a fast-paced environment.
- Effective communication skills with people of diverse ages and ethnic backgrounds.