



EMPLOYEE NAME: _____

Revised: 5/95; 2/96; 3/01; 7/06; 10/07; 9/08; 10/12; 4/13; 10/13; 4/14;
6/18; 9/18; 7/19; 8/19

JOB DESCRIPTION

POSITION TITLE: Coordinator, Crisis Response	JOB CODE: 408T
DIVISION: Academic	SALARY SCHEDULE: Prevention/Intervention Schedule
DEPARTMENT: Student Assistance Programs	WORK DAYS: 218
REPORTS TO: Supervisor, School Counseling	PAY GRADE: NZ00 and Degree Level
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the district response to crisis situations and provides follow up support and training	

REQUIREMENTS:

1.	Educational Level: Master’s Degree required
2.	Certification/License Required: Mental Health/Counseling Certification/License (e.g., CAC [Certified Addiction Counselor]; LPC [Licensed Professional Counselor]; LCSW [Licensed Clinical Social Worker]; BCSCA [Board Certified in School Crisis Response]; or Registered Neutral for the State of Georgia); valid Georgia certification in school counseling; or valid Georgia certification in school psychology desired
3.	Experience: 3 years of school or mental health experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organizational leadership and public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Establishes and organizes the District Crisis Response Team and provides ongoing training for the CRT members.
3.	Serves as the contact for school and district staff in crisis situations and coordinates district response along with follow-up and debrief.
4.	Keeps all members of the Student Assistance Program team informed and updated during crisis situations.
5.	Seeks grant funding to support crisis response training and other initiatives.
6.	Maintains the coalition providers lists and ensures it is available to all schools and departments.
7.	Serves as a liaison with community agencies to promote the optimization of local resources.
8.	Supports local school crisis response teams with training and guidance for crisis response.
9.	Collaborates with members of the Student Assistance Programs team to provide ongoing training and support to schools in social emotional learning and support of school culture.
10.	Works with local school to analyze student data to identify priorities, develop action plans, and monitor progress of SEL initiatives.
11.	Maintains survey feedback and outcome data.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____