

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Positive School Culture Support	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic, Support and Specialized Services	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Student Assistance Programs	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Student Assistance Programs	<b>PAY GRADE:</b> CS1 (5, 6, 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates efforts to implement and support practices that promote a positive school culture and climate.	

**REQUIREMENTS:**

1.	Educational Level: Master's degree, Specialist's degree preferred
2.	Certification/License Required: Must hold or be eligible for certification by the Georgia Professional Standards Commission in Teaching or Service (School Counseling, School Psychology, or School Social Work) and hold a Leadership Certificate.
3.	Experience: 3 years of experience in related field (behavior intervention, school psychology, school counseling)
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; presentation and training skills; outcome data analysis; data entry; leadership; knowledge of behavior management/intervention

***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.	Supervises the staff of Department of Positive School Culture to include PBIS, social emotional learning, trauma informed practices and restorative practices.
3.	Provides guidance to schools implementing PBIS or other initiatives by assisting with readiness activities/plans, identifying training needs, coordinating and facilitating training; working with schools to prepare for training, linking school teams to supporting resources, performing site visits, and positively promoting and reinforcing school progress.
4.	Provides guidance of the analysis of school data to identify area of focus for the improvement of school culture.
5.	Develops District support specialists with training and support.
6.	Participates in district initiatives regarding discipline disproportionality.
7.	Serves as an active participant on the District PBIS leadership team, communicating updates on progress, and working with administrators of PBIS schools.
8.	Works to increase visibility of Positive School Culture initiatives in the District by delivering presentations/materials to school board members, administrators, community partners, and other groups to educate and inform them of District outcomes.
9.	Assists with allocation of District funds available for supporting schools with school culture related activities; seeks opportunities to obtain outside funding through grants, community sponsors, etc.
10.	Attends training provided by GaDOE and other District meetings as required.
11.	Provides summer training opportunities for administrators and teams as needed.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_