

Ashe County Schools Job Description

POSITION	Safety Assessment and Response Coordinator
TERM	Full time, 10-month
FLSA STATUS	Non-Exempt
EDUCATION	AAS or AA in Criminal Justice or Human Services or related field
PAY GRADE	Grant funded based on Office Support Salary Grade 64
REPORTS TO	Director of Student Services

PURPOSE

The demands of twenty-first century education dictate new roles for school safety assessment. Schools need school leaders who are adept at creating and utilizing systems for change and at building relationships within the school community. The school safety assessment and response (SAR) coordinator will create nurturing relationships with students that enhance students' academic achievement and personal success as globally productive citizens in the twenty-first century. Utilizing leadership, advocacy, and collaboration, the coordinator will promote overall academic success by providing services that strengthen home, school, and community partnerships and alleviate barriers to learning.

KNOWLEDGE AND ABILITIES

- Extensive knowledge of human behavior, social systems, and social work skills
- General knowledge of the principles of organization and administration
- General knowledge of the North Carolina Standard Course of Study
- Skill in safety assessment, motivating students, and communicating with parents
- Ability to manage culturally sensitive topics
- Ability to coordinate the efforts of support services personnel and outside agencies
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments

DUTIES AND RESPONSIBILITIES

In order to deliver a comprehensive school social work program, the safety assessment and response coordinator should understand and be competent in the following areas:

- Student safety assessment and screening
- Crisis intervention
- Advocacy
- Home-school-community collaboration
- Mental health screening
- School environment safety assessment
- Partnerships with community agencies and organizations
- Services to school staff

- Program resource and policy development
- Systems change to improve learning and support services
- School teams leadership

Standard 1: SAR Coordinators Demonstrate Leadership

- In the school
- Enhance the social work profession
- Advocate for students, families, schools, and communities
- Demonstrate high ethical standards

Standard 2: SAR Coordinators Promote a Respectful Environment for Diverse Populations

- Promote an environment in which each student has a positive, nurturing relationship with caring adults
- Embrace diversity in the school, home, community, and world
- Treat students as individuals
- Provide services that benefit students with special needs
- Work collaboratively with families and significant adults in the lives of students

Standard 3: SAR Coordinators Apply the Skills and Knowledge of Their Profession Within Educational Settings

- Deliver comprehensive services unique to their specialty area
- Possess effective communication skills
- Recognize the interconnectedness of academic, social, emotional, and psychological development and societal challenges
- Facilitate student acquisition of twenty-first century skills

Standard 4: SAR Coordinators Support Student Learning

- Use a variety of strength-based methods
- Help students develop critical thinking and problem-solving skills
- Support students as they develop leadership qualities

Standard 5: SAR Coordinators Actively Reflect on Their Practice

- Analyze student learning
- Link professional growth to their professional goals
- Function effectively in a complex, dynamic environment

Other Assignments

- Serve as Ashe County Schools representative on applicable community agencies/committees/boards
- Serve as a liaison between school administrators and district staff
- Conducts immediate crisis assessments and interventions
- Works closely with local law enforcement to minimize youth involvement in the juvenile justice system
- Serve on the district MTSS team
- Conducts home visits as necessary
- Participate safety assessments across the district
- Consult with school-based team in student safety assessment responses
- Other duties as assigned by superintendent

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.