



# Longview Independent School District

## JOB DESCRIPTION

# CULTURE CONSCIOUS CAMPUS COORDINATOR

<b>JOB TITLE:</b>	Culture Conscious Campus Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Chief Executive Officer ETAA	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Network Administration	<b>PAY GRADE:</b>	Professional 3

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### PRIMARY PURPOSE:

The Culture Conscious Campus Coordinator will play a critical role within ETAA schools, spearheading the implementation, oversight and assessment of the Culture Conscious Campus model. The Culture Conscious Campus Coordinator will work in close collaboration with key school and network stakeholders to integrate programs, trainings and resources that focus on leadership and staff development, instructional framework, student socio-emotional support, and attendance improvement. Pivotal to the success of these initiatives will be a rigid performance management structure to assess the impact of the various programs against set goals.

### QUALIFICATIONS:

#### Education/Certification:

Bachelor's degree from an accredited college or university, preferred  
Valid Texas teacher certification with required endorsements for subject and level assigned

#### Experience:

Minimum of three years teaching experience

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Work closely with respective principals, network leaders, and staff to oversee and assess the Culture Conscious Campus framework
2. Develop strong relationships with administration, teachers, staff and community to generate a collective and comprehensive commitment to the Culture Conscious Campus framework
3. Integrate new programs and resources, and reinvigorate existing ones, that support positive school culture
4. Ensure program objectives are closely aligned with specific results and metrics are established for assessment



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Drive communication and publicity efforts within the network
6. Oversee internal and third-party professional development training, tying specific needs to specific staff areas (teachers, staff, administrators, etc.)
7. Ensure all staff slated for professional development activities successfully take part in their sessions
8. Develop and maintain systems and processes that ensure performance data is accurately, consistently and comprehensively reported and tracked
9. Use data to drive services and determine needs within a campus
10. Perform data collection and entry as necessary
11. Participate in regular status and progress updates and report on performance statistics
12. Support school based staff in building their capacity to implement the CCC model
13. Work with ETAA network staff to organize and support school coordinating strategic school discipline and behavior initiatives and projects
14. Engage and communicate with school stakeholders (parents, students, staff, etc.) regarding the CCC model and initiatives
15. Assist in the development and documentation of CCC best practices
16. Assist ETAA network staff in providing support to school partners around discipline, behavior, and social emotional learning
17. Support the development and implementation of CCC Professional Development for adult stakeholders
18. Complete all organizational documentation and reporting requirements for services, activities, evaluation, and program expenses
19. Facilitate student leadership, academic, and/or other student programming as determined by the ETAA network and campus staff
20. Comply with district policies, as well as state and federal laws and regulations



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and clerical employee(s)

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: AUG., 2020**