

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Student Safety and Wellness Specialist** FLSA Classification: Exempt
 Department / Location: Student Services Contract: 187 Days
 Supervisor's Title: Health & Wellness Consultant Evaluation Type: Teacher Specialist
 Original date: 07/21 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the Health and Wellness Consultant, the **Student Safety and Wellness Specialist** helps make decisions that affect social, emotional, mental health, wellness and safety development. The incumbent will work collaboratively within the Health and Wellness Team and Student Services Department to increase student resilience, implement restorative multi-tiered systems of supports, and address safety and wellness concerns. This includes (but not limited to): using technology to understand, monitor, and address harmful/inappropriate issues; providing training and assistance to schools and staff; increasing support and resources for schools, using a relationship-driven/data-informed approach to support district and school efforts, and developing and implementing programs. The Safety and Wellness Specialist creates, obtains, and uses data to increase program efficacy to increase student and school safety and wellness.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
 - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).
- Function as a member of the Health and Wellness Team and attend team, department and safety/wellness meetings and/or others as needed and/or directed.
 - Manage and oversee the District's safety and wellness monitoring software and programs.
 - Communicate collaboratively with school administration and school mental health teams regarding student safety and wellness concerns.
 - Implement, facilitate and supervise the District's Comprehensive Threat Assessment Guideline (CSTAG) efforts.
 - Serve as a District specialist for SafeUT, collaborating with school administrators and others for student safety and wellness.
 - Collaboratively develop goals for communication and implementation of school safety and wellness programs.
 - Assist the District mental health team with crisis response efforts in schools.
 - Collaborate with school mental health teams to provide support when warranted.
 - Conduct crisis and safety management as needed, which may require after-hour consultation.
 - Assess student needs using multiple sources of data for the purpose of developing and working with schools to support social, emotional, safety and wellness objectives.
 - Implement developmentally appropriate prevention and intervention oriented activities to meet student needs and school goals.
 - Implement an effective referral and follow-up process for mental health, behavior, safety and/or wellness interventions and transitions. May act as a liaison between school and outside agencies to meet the mental health needs of students.

- Accurately and appropriately gather, maintain, interpret and utilize program and student data. Assist schools and other stakeholders in interpreting and understanding program and student data.
- Support the implementation of prevention, safety and wellness programs (i.e. suicide, bullying, and resilience) in schools.
- Create, coordinate and implement student safety and wellness programs.
- Implement, support and assist in the development and implementation of department and District goals.
- Provide and develop training opportunities for administrators, school mental health teams, and other stakeholder groups.
- Must be able to work under pressure of time constraints and deadlines.
- Required to travel to District schools or other locations using own transportation.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all laws and District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Adhere to contract time. Requires daily attendance at assigned work location.
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- Adhere to contract time. Requires daily attendance at assigned work location.
- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel. May be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds to move classroom materials.
- Visual abilities to see and supervise students.
- Other duties and responsibilities as assigned by the principal/administrator.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

QUALIFICATION REQUIREMENTS

- Requires compliance with USBE state license requirements.
- Requires a Master's Degree in related mental health field (i.e. School Counseling, Social Work, or School Psychology) from an accredited college or university.
- Requires strong oral and written communication skills with students, parents and staff.
- Requires strong computer and educational technological skills.

- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective prevention and intervention strategies.
- Requires the ability to collaborate effectively.
- Requires the ability to establish and maintain a positive environment.
- Requires the ability to calmly handle crisis issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, district staff and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires the ability to adapt readily to change on an ongoing basis.
- Requires knowledge and ability to assist schools in special requests regarding social, emotional, safety, and/or wellness needs.
- Must be able to provide own transportation, as position may require travel from school to school on a daily basis.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.