



International Community School
2418 Wood Trail Lane
Decatur, GA 30030

www.icsgeorgia.org

Director of Community and Culture

Job Summary:

The role of the **Director of Culture and Community** is to oversee multilingual communication and programming for students and families as well as manage a team to improve effectiveness of the Community Resource Center. This position also supports students, along with the SEL team, who need social-emotional or mental health support. The position reports to the School Leader. This is a 190 workday position with annual review for renewal. Roles and responsibilities are subject to adjustment based on the discretion of the school leader.

Job responsibilities:

- Creates supplemental opportunities for ICS stakeholders who have limited English proficiency to participate in educational workshops, classes and/ or activities
- Maintains a liaison relationship with all ICS internal stakeholders as well as build relationships with community partners with a goal of bridging the gap between internal stakeholders and need resources
- Manages communication to multilingual families and students
- Supervises Community Resource Center staff, programming and CRC calendar of events. Monitors effectiveness of CRC and iterates as needed.
- Manages day to day counseling responsibilities and partners with community partners to provide mental health and social-emotional supports for students and families
- Supports the ICS crisis team to support students in crisis as needed
- Manages behavior interventions for students in SST process
- Maintains compliance with all regulations for school counselor

An ideal candidate for the ICS Student Support Coordinator role is one who demonstrates:

- Unequivocal belief in the empowerment of a diverse population of students
- Futuristic thinking, growth-orientation, and ability to articulate and rally support around a shared vision of school success
- Excellent interpersonal and relationship-building skills
- High proficiency skills in communication and negotiation skills
- Operates with a sense of urgency when identifying an opportunity and then seeking solutions
- The personality, work ethic, and professional integrity to inspire others to perform at a high level and to embrace change
- Strong belief in professional learning communities which includes sourcing and delivering professional development.

- Proven ability to lead the planning and implementation of school wide initiatives with the analytical skills to measure outcomes against goals
- Willingness to take on additional responsibilities as delegated by the Executive Director

Qualifications:

- Minimum Master's Degree in Education or human services field (guidance, counseling, etc) from a Professional Standards Commission approved accredited college or university.
- At least 3 years counseling at-risk youth or closely related experience is required.
- High Integrity, character and professional reputation are essential
- Abide by the Georgia Professional Standards Code of Ethics for Educators
- Ability to be regularly, predictably and reliably at work
- Committed and capable of working with moderate supervision
- Maintaining a weekly schedule of activities for student support
- Knowledge of and familiarity with charter schools and their educational and social emotional needs
- Training and understanding of culturally responsive training as it relates to education highly preferred
- Multi-lingual candidate highly preferred
- Up-to-date knowledge of computer applications necessary to perform the job including but not limited to Infinite Campus, TeacherEase, Microsoft Office, and Google Suite

Certificates, Licenses, Permits

- Valid Professional Standards Commission approved certificate in guidance and counseling at level S-5 or above required.
- Willingness to complete CPI Crisis Intervention certificate

Salary

This position will be compensated according to the master's degree teacher ICS pay scale for 190 day employees.

This job description and roles and responsibilities below include but are not limited to the following activities:

Responsibilities:

- *Operations Support (10%)*
 - Monitor student attendance monthly, or more frequently as needed, to ensure students are attending school regularly
 - Contact students and parents concerning attendance issues and maintain documentation of following the established Attendance Protocol
 - Maintain confidentiality of student and student records as well as update student records
 - Maintain up-to-date certification for CPI or school approved crisis intervention program
 - Complying with local school, system and state policies and regulations
 - Maintain communication on school walkie to be available for administrative or student support at all times
 - Lead Student Safety Team
 - Support safety and security of the students, staff, and building
- *Counseling Services (20%)*
 - Train and provide support for staff for the Second Step Curriculum
 - Provide support during morning meetings following the Second Step curriculum
 - Mediate student conflict
 - Conducting individual and group counseling with students with identified needs and keep a log of counselor referrals and summary of all counselling sessions
 - Facilitating home and school communication through telephone, email and home visits and logging in Infinite Campus.
 - Complete social worker referrals as needed
- *Community Support (50%)*
 - Manage Community Resource Center staff to facilitate programming ex: food co-op, translation services, and home visits programs
 - Liase with partner organizations to ensure smooth service delivery to families for mental health supports
 - Provide outside resources to parents/guardians indicating a need for emotional, family, economic, clothing and/or medical support
 - Diplomacy and sensitivity to different cultural situations
- *MTSS/RTI/504 (20%)*
 - Manage student needs as related to 504 plans and facilitate 504 meetings to address student academic and/or medical concerns.
 - Collaborate with teachers to draft Tier 2 and Tier 3 plans for students exhibiting behavior challenges
 - Meet monthly with teachers to support with review of and input behavior data
 - Attend Tier 2 and Tier 3 scheduled behavior meetings
 - Attend evaluation consent meetings related to behavior
 - Collaborate with the Building Test Administrator concerning meetings and accommodations for students

**Roles and responsibilities are subject to adjustment based on the discretion of the school leader.