



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Project AWARE Coordinator**
 Job Family: **Professional**
 Prepared/Revised Date: **January 18, 2023**

FLSA Status: **Exempt**
 Pay Range: **N**
 Job Code: **33571**
 Days: **218 days**
 (four-year grant funded position)

SUMMARY: Project Aware Colorado is a CDE grant funded initiative to develop an aligned and coordinated infrastructure within tiered systems of support for culturally responsive, trauma-informed, and equity-based approach to school based mental and behavioral health. Project Aware will increase the mental health awareness and literacy of school-aged youth, and individuals who interact with them, to promote and foster wellbeing and detect the signs and symptoms of mental illness, substance use/misuse, and co-occurring disorders. Project Aware will increase the capacity for and quality of implementation of evidence-based, mental health services and suicide prevention efforts. This position will work directly under the supervision of the Student Services Director at PSD, as well as serve as the liaison to the Project Aware State Project Director and team at the Colorado Department of Education.

This position will lead, develop, and maintain the Project AWARE (Advancing Wellness and Resilience in Education) program in Poudre School District and meet critical objectives outlined by the Colorado Department of Education (CDE) and the federal Substance Abuse Mental Health Services Administration (SAMHSA). This position is funded by a CDE four-year grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Collaborate with school and district personnel to lead, facilitate, and oversee the review of multi-tiered systems of support for mental and behavioral health and social emotional learning by collecting data with grant required assessments and other assessment tools. Utilize data informed approach to plan and work with school teams to identify, prioritize and enhance existing systems of tiered supports at district schools supporting the enhancement of mental and behavioral health and social emotional learning infrastructure.
2.	Assess, develop, and enhance mental and behavioral health and social emotional learning infrastructure within a Colorado Multi-Tiered System of Support for an equity-based, culturally responsive, and trauma-informed approach, aligning with district and state objectives. This may include reviewing district policies to support the infrastructure of the Project Aware grant.
3.	Assist site and district teams, school administrators, and staff to plan, implement, and monitor multi-tiered systems and services for students that align with research and best practice.
4.	Develop and maintain collaborative partnerships with state, local, public, and private agencies that provide supports and services to students and families.
5.	Manage and provide fiscal oversight of the Project Aware program in alignment with district, state, and federal policies and practices. Track, prepare and submit budgets and annual reports of the program to CDE.
6.	Collaborate directly with district departments such as Language, Culture & Equity, Integrated Services, Professional Development, Curriculum, Grants, Contracts, HR, Finance, other departments as needed to fulfill the full scope of the federal grant and to align program elements with current programs and initiatives.
7.	Coordinate and work collaboratively with existing systems and personnel to develop an equity-based, culturally responsive, and trauma-informed multi-tiered training plan for professional learning opportunities in alignment with Professional Development, Student Services staff and other staff aligning with school and district needs and goals. Training focus may include and not limited to mental and behavioral health, social emotional learning in alignment with



tiered systems to build infrastructure based on existing data. Trainings may include school professionals, students, families, and community partners.
8. Supervise all activities and any personnel hired by grant funds to ensure compliance with project proposal and aid in the achievement of goals, objectives, and activities.
9. Create a system to maintain knowledge of behavioral interventions, social emotional learning strategies, mental health, special education, multi-tiered systems of support, equity-based, culturally responsive, and trauma-informed practices.
10. Collaborate with district Communications Department and communicate project outcomes to schools, district, and community stakeholders.
11. Attend work and arrive in a timely manner.
12. Other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in School Counseling, Social Work, Psychology, Mental Health, or related field required.
- More than five years of related work experience required.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Department of Education – SSP License or License eligible.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Effective interpersonal communication skills that build trust and relationships among stakeholders
- Experience in project management, including collaborating with stakeholders and utilizing milestone progresses to achieve project goals.
- Knowledge of and connections to community agencies and resources that provide services and support to students and families.
- Ability to communicate effectively with groups of professionals.
- Ability to travel in and out-of-state to attend and conduct training and other engagements.
- Presentation/facilitation skills.
- Oral and written communication skills.
- Critical thinking and problem-solving skills.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	