



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Staff Resiliency Coordinator**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **April 1, 2021**

FLSA Status: **Exempt**  
 Pay Range: **T Salary Schedule**  
 Job Code: **33536**  
 Days: **186**

**SUMMARY:** Responsible for developing, distributing, and analyzing a needs assessment that will identify critical areas of training needed to build staff resiliency following the pandemic-impacted 2019-2020 and 2020-2021 school years. Responsible for developing a menu of trainings, interventions and programming options for staff and principals to bring into their sites that are directly related to areas identified in the needs assessment. Work closely with PSD Staff Wellness Coordinator, Employee Assistance Services and Mental Health Education and Connection Specialist.

**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.	Design and implement a needs assessment that will identify areas of need that will shape resiliency interventions and trainings.
2.	Implement and evaluate a resilience plan for school district staff (includes research, a menu of services provided by district personnel, and assistance for principals in developing the resilience plan for their building).
3.	Work collaboratively with PSD departments, including Employee Assistance Services, Staff Wellness, and Student Services.
4.	Participate and contribute to the work of the Staff Resiliency Task Force (SRTF).
5.	Participate and contribute to the work of the PSD Mindfulness Council.
6.	Work collaboratively with the employee group presidents of ACE, PEA and PASE and site administrators to identify staff needs and assist with program development.
7.	Develop and provide trainings, applicable to a variety of levels and settings, on topics related to the needs assessment, resiliency support and sustainability.
8.	Develop a sustainability plan for supporting resiliency education and training for the district to use beyond the end of the 2021-2022 school year.
9.	Attend work and arrive in a timely manner.
10.	Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree or higher.
- Minimum of five years of experience in K-12 education.
- Experience in the fields of organization mental, health, wellness, and resilience highly preferred.

#### **LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado Department of Education Educator or Special Service Provider license.
- Valid Colorado driver’s license.

#### **TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- Facilitation and negotiation skills.
- English language skills.



- Interpersonal relations skills.
- Organizational health skills.
- Customer services skills.
- Critical thinking and problem-solving skills.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Knowledge of organizational health preferred.
- Needs assessment and program development skills.
- Ability to work on remote learning platforms.
- 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, Outlook, and/or other department software packages.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Student Services	
<b>Direct reports:</b>	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			
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	X
Depth perception	X
Ability to adjust focus	X

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