

Job Title: Del Rio Cares Program Coordinator
Reports to: Federal and State Programs Director
Dept. / School: Annex II
Wage / Hour Status: Exempt
Date Revised: October 19, 2020

Primary Purpose

The Del Rio Cares Program Coordinator is responsible for coordinating the development and collaborative integration of the Del Rio Cares Program in all schools PK-12th grade. This includes designing a continuum of support services for students that are integrated throughout the school and community; providing training and technical assistance to teachers and school counselors; and, collaborating with community mental health providers. The Del Rio Cares Program Coordinator also functions as the liaison for students and families, and assists them in obtaining district services, community and governmental resources.

QUALIFICATIONS

Education / Certification

Bachelor's degree, Master's preferred in Guidance Counseling.
Valid Texas Counseling Certificate.

Three to five years of successful experience in guidance and counseling.

Experience as a campus leader working with teachers, counselors, volunteers, and community organizations.

Ability to communicate effectively and work cooperatively with a diverse target audience.

Special Knowledge / Skills

Demonstrates strong knowledge of the Del Rio Cares Program.

Demonstrates strong organization and administrative skills.

Demonstrates problem solving/investigative skills as required to research inquiries.

Demonstrates ability to work effectively with administrators, guidance counselors, school staff, parents, students and community resource representatives.

Excellent organizational, communication, and interpersonal skills.

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Coordinates the implementation of the Del Rio Cares Program.
2. Provides ongoing training, coaching and support to campus personnel on the implementation of best practices for student health and safety using lessons crafted for the Del Rio Cares Program.
3. Assists the Administrative Director and Federal and State Programs Director with the coordination and renewal of MOUs between community health providers and the District.
4. Identifies, coordinates and maintains a directory of district services, community and governmental resources and shares them with family and school personnel as needed.
5. Works closely with the SFDRICISD School Health Advisory Council (SHAC) and other community health agencies to raise awareness, reduce stigma and bring resources that will encourage healthy choices, mental wellness, postsecondary readiness, and career planning.
6. Works closely with campus leadership to identify and recover students who are separated from the educational system; specifically, student drop-outs, students who are eligible for Pregnancy Related Services (PRS) and homeless students who may be eligible for McKinney-Vento Homeless Assistance.
7. Coordinates counseling services for students assigned to the Student Guidance and Learning Center.
8. Work with the Federal and State Programs Director to assist with the completion of the McKinney Vento and Foster Care applications and qualification for services.

Program Management

- 9. Conduct orientation and training of the Del Rio Cares Program to campus administration and staff as needed.
- 10. Works with campus leadership, school counselors, teaching staff, and community partners quarterly to monitor and review the implementation of the Del Rio Cares Program lessons on their campus.
- 11. Collaborates with feeder middle schools to identify at-risk students and develops strategies for a successful transition into the rigors of high school.
- 12. Conducts an annual program analysis with students, parents, and school staff to assess needs and obstacles faced in the implementation of the Del Rio Cares Program including any barriers faced by students and families seeking services, and create action plans that will improve services and the health and safety of our district's youth.
- 13. Seeks professional development in order to effectively develop and enhance the Del Rio Cares Program implementation that will provide support to all campuses.
- 14. Represents the District and assists in the efforts to support the District's needs and values when participating in appropriate community task force committees.
- 15. Coordinates and facilitates parent training to support and enhance the work of the Del Rio Cares Program.
- 16. Foster collaborative educational efforts among staff by supporting the district's philosophy, mission and its commitment to planning and decision-making.

Administration

- 17. Works cooperatively with district counselors, administrators, and directors to provide information on identifying and working with at-risk students.
- 18. Adheres to policies established by federal and state law, the State Board of Education rule, and board policy.
- 19. Adheres to all district and campus routines and regulations.
- 20. Maintains a positive and effective relationship with supervisors.
- 21. Communicates effectively with colleagues, students, and parents.
- 22. Maintains confidentiality of information.
- 23. Performs other duties as assigned by the Federal and State Programs Director.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Approved by:

