

REFOCUS ROOM COORDINATOR

Purpose Statement

The job of Refocus Room Coordinator was established for the purpose/s of supervising and assisting students who are assigned to the REFOCUS ROOM with problem solving strategies so that teachers can teach and students can learn in the classroom, while giving disruptive students an opportunity to refocus; discussing misbehavior and re-teaching expected behavior with disruptive students; and maintaining and collecting behavioral data.

This job reports to Co-Principals

Essential Functions

- Collaborates with staff, parents, and administration for the purpose of promoting positive student behavior.
- Communicates diplomatically with students, parents, staff, and community agencies for the purpose of maintaining a professional and positive relationship.
- Confers with students, teachers, parents, district personnel, and community agencies, as directed by the teacher, for the purpose of providing information related to the student's progress as established in their individual educational program.
- Develops positive relationships with staff, families, and the community while teaching, monitoring, and mentoring students for the purpose of reinforcing the outcome for student(s) success in the program.
- Facilitate communication between school and parent for the purpose of relaying information regarding student.
- Facilitates skill development in social appropriateness, anger management, conflict resolution, and bully-proofing to individuals, small groups, and classroom students for the purpose of meeting the goals of the Refocus program.
- Maintains discipline records for the purpose of providing reliable information to administration and teams on individual student behavioral progress.
- Models and role-plays appropriate social skills with others for the purpose of using personal actions as a teaching tool to reinforce curriculum.
- Monitors students in various activities (e.g. classroom, school grounds, halls, assemblies, lunch, tests, etc.) for the purpose of providing a safe and positive learning environment.
- Provides continuous feedback to teachers and administrators regarding student progress for the purpose of problem-solving individual student needs and making changes in strategies, as needed.
- Provides positive reinforcement to students, as part of the individual and school-wide discipline plan, for the purpose of encouraging students to meet individual plan objectives.
- Records daily behavioral data for the purpose of monitoring trends in individual behavior and student body behavior.
- Responds productively to conflict situations with students for the purpose of de-escalating the behavior and directing the situation toward a positive outcome.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic needs, learning styles, and behavior of students with emotional disabilities; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and basic child development theory and principles.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPI (Crisis Prevention Intervention) Certificate within 30 days of hire
CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 43

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____