



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title: Trauma Informed Coach - Classified</b>	<b>Last Revised/Approved: September 2021</b>
<b>Job Code: TBD</b>	<b>Reports To: Manager, School Psychologist Services</b>
<b>Office: Academics</b>	<b>Department: Psychologists</b>

<b>Compensation Information</b>	
<b>Pay Grade: 05D</b>	<b>Pay Range: \$46,985 – 74,612</b>
<b>FLSA Status: Exempt</b>	<b>Term of Employment: FT (200 days)</b>

**Position Summary/Purpose:**

Promotes and supports the MPS strategic plan to provide educational environments that are child-centered, safe, welcoming, well-maintained and accessible community centers in the selected schools. Work will include the development, implementation, and evaluation of school-wide Trauma Informed Care practices. Position furthers the groundwork laid by trauma sensitive schools training that began in MPS in 2016. Works as part of a small team, each member with its own cohort of schools. Coordinates community services within specific cohort, and provides more direct coaching services to one school in that cohort, aiming to improve climate and culture, trauma sensitive practices and student well-being and outcomes.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Serves as a spokesperson and clearly articulates the benefits of Trauma Informed Care to school staff, parents and community members.
- Participates on school /district work teams to define/develop policies, procedures, practices and safety planning as it relates to creating a trauma informed school.
- Clearly articulates the benefits of mental health in the tiered system of support.

- Coordinates activities to increase awareness and reduce stigma around mental health.
- Develops strategies to link school and community resources to increase collaboration resulting in more students and families seeking treatment for mental health services.
- Complies with health confidentiality standards in accordance with HIPAA and FERPA.
- Works proactively and collaboratively with principals, school staff and others regarding the provision of services.
- Develops, modifies and promotes school health services, working with corporate partners, community agencies and the city of Milwaukee.
- Keeps abreast of new developments in the field and shares information throughout the district.
- Provides guidance and coaching support for schools and staff in the areas of social and emotional learning (SEL), restorative practices, mindfulness, anti-bullying efforts and crisis intervention/prevention.
- Incorporates the learning targets and the goals of the district as approved by the Milwaukee Board of School Directors.
- Implements Board policies as necessary to improve the educational environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- A master's degree in counseling, psychology, social work or a related field is required.

### ***Experience Requirements:***

- Experience working in an urban environment is required
- Experience working in Trauma Informed Care is required
- Experience providing training and coaching to adults is preferred

### ***Knowledge, Skills and Abilities:***

- Excellent oral and written communications skills are essential
- Proven commitment to school success, student achievement and positive child, youth and family development is required
- Strong management skills to include planning, attention to detail and organizational skills is necessary
- Experience/knowledge of social/emotional learning and restorative practices is necessary
- Computer experience with knowledge of MS Office software and database applications is required
- The ability to work effectively with a diverse population is required

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- General Office environment with occasional travel around the city of Milwaukee

## **Physical Demands:**

- General office environment, must be able to handle light lifting and occasional standing, bending.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

### **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.