

Job Title Coordinator Whole Child Development
Reports to Executive Director
Dept/School Whole Learner Support and Intervention

Job Title Code 127236EF
Wage/Hour Status Exempt
Pay Grade 105
Date Revised June 11, 2025

Primary Purpose

Coordinate implementation process of social-emotional and academic student support initiatives. Assist the supervisor, principals, and teachers, in planning, training, implementing of social-emotional, Whole Child, PBIS, MTSS, and academic student support initiatives. Collaborate with the Director in the planning, development, implementation, training, and evaluation of the social-emotional and academic student support framework. Provide leadership and assistance to assigned campuses to ensure success and sustainability.

Education/Certification

- Master's Degree from an accredited university
- Valid Texas School Teacher Certificate

Special Knowledge/Skills

- Working knowledge of social-emotional learning (SEL) research, whole child development, multi-tiered systems of support (MTSS), and positive behavioral interventions and supports (PBIS)
- Knowledge of trauma-informed practices and restorative approaches to school climate
- Ability to interpret and analyze data to inform program implementation and improvement
- Ability to research, compile, interpret, and analyze relevant educational research and best practices
- Effective communication, public relations, report writing, presentation, and interpersonal skills
- Knowledge of program evaluation, application, and compliance requirements
- Ability to develop, implement, and assess policy, procedure, and practice
- Knowledge of effective school culture and climate practices

Experience

- Three (3) years combined experience in two or more of the following areas: classroom teaching, school counseling, behavior intervention, social-emotional learning implementation, or whole child program coordination.

Major Responsibilities and Duties

Program Management and Implementation

1. Coordinate the planning, organization and delivery of whole child development initiatives that support students' academic, social-emotional, and behavioral growth.
2. Provide guidance and support for effective and consistent implementation of whole child frameworks throughout the district.
3. Assist schools in increasing student success through implementation of evidence-based practices focused on whole child development.
4. Monitor implementation of whole child initiatives at assigned schools through coaching and ongoing support.
5. Participate in development and implementation of professional learning events and production of supporting materials and resources related to whole child development.
6. Assist in the implementation of district and campus improvements based on needs and assessments and survey data.
7. Collaborate with principals and school staff to address whole child needs and provide regular updates to director.
8. Assess, develop, and implement the use of technology to support whole child programming.

JOB DESCRIPTION

9. Keep informed about national, state, and district programs, trends, and research in whole child development.
10. Compile and maintain records and create/present reports on whole child initiatives as assigned.
11. Provide technical assistance to schools with the collection and review of data related to whole child development metrics.
12. Create and maintain a resource library of evidence-based practices for supporting whole child development.
13. Coordinate with other departments to ensure alignment of whole child initiatives with district priorities.

Data and Evaluation

14. Assist in the analysis of school climate and whole child development data to identify trends, needs, and priorities.
15. Support campuses in using data to inform decision-making about whole child programming.
16. Help develop evaluation frameworks to measure the impact of whole child initiatives.
17. Track program outcomes and prepare reports on effectiveness for district leadership.

Budget and Resource Management

18. Develop and submit budget requests to support whole child development initiatives.
19. Monitor the use, care, and replacement of materials and resources as appropriate.
20. Participate in the selection of materials and resources for whole child implementation.
21. Demonstrate responsible fiscal control over assigned budget areas.

Communication and Community Relations

22. Employ collaborative decision-making processes and foster team building.
23. Maintain high visibility in educational community regarding whole child development.
24. Participate in district and community activities related to whole child initiatives.
25. Promote and provide information to the community regarding whole child development.
26. Establish and maintain favorable relationships with stakeholders to foster understanding and solicit support for whole child programming.
27. Promote and communicate high expectations for whole child approaches that support student access.
28. Serve as liaison between campuses and the Whole Learner Support & Intervention department.

Professional Growth and Development

29. Design, develop, and provide professional development to district staff and campus leaders on whole child development and approaches.
30. Assist in conducting training sessions for staff of evidence-based practices.
31. Attend professional development to stay in current on whole child research, frameworks, and best practices.
32. Maintain current knowledge and understanding of applicable state laws and District policies related to whole child initiatives.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Occasional prolonged and irregular hours
- Frequent local, district, and state travel

Terms of Employment

226 days; salary to be established by the Board of Trustees



JOB DESCRIPTION

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.

Approved: _____
Job Title: _____
Date: _____

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Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.