

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Business/ Operations**

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**TITLE: Culture and Climate Specialist**

**REPORTS TO:** The Culture and Climate Specialist shall be evaluated by the Principal and/or Supervisor of Instruction.

**PERFORMANCE RESPONSIBILITIES:** To provide leadership to ensure that all students understand the school environment, themselves in relation to others, their progress, and their strengths. To monitor and evaluate the physical/mental/emotional well-being of students, assess risks to student health, academics and plan programs that directly address the physical/ mental/ emotional health of students. To provide a variety of student related services, including but not limited to behavior modification, attendance monitoring, oversight of student activities, and other functions required for the effective operation of the school site. The Culture and Climate Specialist will work collaboratively with parents to provide information regarding programs and services offered in the district and to foster an ongoing partnership between the home and the school.

**QUALIFICATIONS:**

1. Hold a Bachelor of Arts or Bachelor of Science
2. Training or background in social work, education, psychology, human growth and development, criminal justice, behavior management, or counseling.
3. Demonstrate excellent organizational skills and the ability to motivate people
4. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
6. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications
7. Have excellent integrity and demonstrate good moral character and initiative  
Demonstrate the ability to build consensus and motivate stakeholders toward a common goal
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education
9. An approved physical examination and proof of U.S. citizenship or legal resident alien status required.

**JOB FUNCTIONS AND RESPONSIBILITIES: Culture and Climate Specialist:**

1. Establish and promote high standards and expectations for students.
2. Work cooperatively and collectively with principals, district staff, parents and other supervisors to ensure that programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Provide recommendations to improve district policies and school-based implementation; survey staff and other stakeholders to determine opportunities for improvement; and research specific issues and develop detailed recommendations and implementation plans to promote continuous improvement and innovation.

**(Culture and Climate Specialist Continued)**

4. Establish a system for measuring culture and climate improvements including attendance data, discipline data, student achievement data, and climate survey responses.
5. Collaborate with building administrators and school-based teams to build their capacity to develop school-wide systems for student discipline that incorporate the following: regular data analysis, data-based decision-making; identification of students in need of support; provision of high-quality interventions when students' behavior results in repeated disciplinary responses; and strategies to promote student behavior and school climate.

**TERMS OF EMPLOYMENT:**

1. Ten (10) Month Non-Tenure Track, Non-Affiliated Position
2. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: July 13, 2021

Revised: