### JOB DESCRIPTION

**POSITION TITLE:** Coordinator, Crisis Response  
**JOB CODE:** 408T  
**DIVISION:** Academic  
**SALARY SCHEDULE:** Prevention/Intervention Schedule  
**DEPARTMENT:** Student Assistance Programs  
**WORK DAYS:** 218  
**REPORTS TO:** Supervisor, School Counseling  
**PAY GRADE:** NZ00 and Degree Level  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly  

**PRIMARY FUNCTION:** Coordinates the district response to crisis situations and provides follow up support and training.

### REQUIREMENTS:

1. **Educational Level:** Master’s Degree required  
2. **Certification/License Required:** Mental Health/Counseling Certification/License (e.g., CAC [Certified Addiction Counselor]; LPC [Licensed Professional Counselor]; LCSW [Licensed Clinical Social Worker]; BCSCA [Board Certified in School Crisis Response]; or Registered Neutral for the State of Georgia); valid Georgia certification in school counseling; or valid Georgia certification in school psychology desired  
3. **Experience:** 3 years of school or mental health experience  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities  
5. **Knowledge, Skills, & Abilities:** Written and oral communication; planning; organizational leadership and public relations  

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.  
2. Establishes and organizes the District Crisis Response Team and provides ongoing training for the CRT members.  
3. Serves as the contact for school and district staff in crisis situations and coordinates district response along with follow-up and debrief.  
4. Keeps all members of the Student Assistance Program team informed and updated during crisis situations.  
5. Seeks grant funding to support crisis response training and other initiatives.  
6. Maintains the coalition providers lists and ensures it is available to all schools and departments.  
7. Serves as a liaison with community agencies to promote the optimization of local resources.  
9. Collaborates with members of the Student Assistance Programs team to provide ongoing training and support to schools in social emotional learning and support of school culture.  
10. Works with local school to analyze student data to identify priorities, develop action plans, and monitor progress of SEL initiatives.  
11. Maintains survey feedback and outcome data.  
12. Performs other duties as assigned by appropriate administrator.

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Signature of Employee: ___________________________ Date: _________________

Signature of Supervisor: ___________________________ Date: _________________