



Job Title: **District Playworks Coordinator**

Department: **Instructional Supports**

Supervisor: **Director of Instructional Supports**

Lane Placement: **ESP Lane 12**

Schedule: **188 Contract** Evaluation Group: **JCES**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Playworks Coordinator will serve as a member of the Instructional Supports team. This team supports Canyons School District schools in implementing the District Multi-tiered System of Support (MTSS) framework. Specifically, the Playworks Coordinator will work collaboratively with the district Playworks Specialist and Playworks Utah to effectively implement Playworks in all elementary schools in order to deliver safe and healthy play in elementary schools.

ESSENTIAL FUNCTIONS

- Provide ongoing consultation support to principals to ensure intended outcomes for Playworks implementation
- Provide ongoing coaching and professional development for Playworks instructional technicians, recess assistants, and teachers
- Coordinate site based planning, assessment and goal-setting for implementation at each school
- Evaluate current implementation efforts using Playworks assessment tools and use data to identify gaps in implementation at the school and district level to improve implementation
- Coordinate supports and on-going training for the Junior Coach program, including the annual Junior Coach Leadership Summit
- Communicate consistently and courteously with CSD stakeholders, including parents
- Responsible for providing excellent customer service to district staff, schools, and the Canyons School District patrons.
- Acts as an information resource for the Playworks program
- Schedules meetings, conferences, trainings and other departmental events
- Communicates information and ideas clearly, and concisely, in writing: read and understand information presented in writing
- Deals with people in a professional manner which shows sensitivity, tact, and professionalism.
- Ability to prioritize projects
- Compiles and synthesizes data related to department activities
- Knowledge of Canvas, Google Docs and MS Office preferred.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.

QUALIFICATION REQUIREMENTS:

- Incumbent must be fingerprinted and clear a criminal background check
- Bachelor's degree required
- Demonstrated expertise in Playworks methodology, assessment, management, and outcomes
- Demonstrated skill in teaching and facilitating adult learners
- Exceptional communications skills both verbal and written
- Minimum of 2 years of successful experience in coaching other professionals
- Self-starter with strong organizational skills; proven ability to handle multiple projects and meet deadlines.
- Ability to thrive working both independently and within team settings.
- High professional standards with the ability to see big picture and manage practical details.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Must have strong computer knowledge. (Excel, Microsoft Word, Outlook, Power Point, Photoshop, Publisher, Adobe and preferably Canyons District Systems).
- Demonstrates flexibility, the ability to work independently, and problem solve.
- Requires ability to handle multiple tasks and multiple priorities in managing workload.
- Requires leadership and project management experience with demonstrated competence.
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires ability to operate a variety of office machines.
- Requires some problem solving and exercise of judgment within present guidelines.
- Requires the ability to provide outstanding customer service to all patrons and employees, and the ability to work in a team environment as well as work efficiently independently.
- Must have a growth mindset, strong organizational skills, personal initiative, excellent verbal and written skills and the ability to handle multiple priorities and deadlines.
- Requires a valid Utah driver license.
- Canyons School District experience preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/10/2020