

	<p><i><b>District Coordinator of Academics and Wellness</b></i></p>	<p style="text-align: center;"><b>MHELA Certificated Position</b></p> <p><b>Initial Date: May 1, 2018</b>  <b>Revision Date: March 16, 2021</b>  <b>Range: MHELA Salary Schedule - Coordinator II</b></p> <p><b>Reports to: Assistant Superintendent of Educational Services</b></p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent of Educational Services, the District Coordinator of Academics and Wellness assists all school sites in implementing, administering, and monitoring reform initiatives related to academic student achievement and social-emotional wellness. As an equity leader, this leader will collaborate on various teams to create more equitable learning spaces in collaboration for student engagement and learning. The District Coordinator of Academics and Wellness provides leadership to the staff and collaborates with fellow administrators in assuring the implementation of academic and social emotional wellness programs in schools using a lens of equity; guides the staff in the process of using relevant data to arrive at informed decisions in making and adjusting instructional decisions and social emotional wellness practices; provides leadership to the wellness center teams on the development and implementation of programs, and assists the principal and the Wellness Center staff in the administration and supervision of the academic and wellness programs. The District Coordinator of Academics and Wellness also prepares and delivers professional development and workshops to staff, families, and the community on related focus areas leading to student success and achievement.

**REPRESENTATIVE DUTIES:**

- In collaboration with Educational Services Divisions, develop and implement new and revised equity based policies and procedures affecting student academic and mental health services
- Coordinates with other departments and divisions to ensure compliance with new Wellness Center objectives and provides applicable training to new team members, including but not limited to, district and site personnel
- Collaborates with districts, schools and community providers removing barriers preventing overall student success
- Provides consultation to district mental health service providers and district behavioral health teams and/or student support teams on mental health education, as needed
- Participates in professional learning and research to keep abreast of equity based practices and research on student achievement for continued growth and development in services of all students
- Coordinates with community agencies and universities for wellness prevention and resource linkage
- Oversees cases managed by LCSW and Social Worker interns and provides training to site-based mental health teams
- Collaborates with school leadership and district personnel to improve academic achievement, mental health and behavioral outcomes for children.

- Presents to educators, community members and others on a variety related topics supporting student achievement
- Provides assistance on the process of identification of students with social, emotional and academic challenges.
- Organizes ongoing data collection for evaluation and data decision making purposes.
- Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Inequity that create barriers for student learning and achievement
- Relationship between equity, student achievement, and school/district policies and practices
- Research and evidence based academic and social emotional programs
- Educational needs of diverse learners
- Restorative Justice Practices
- Standards-based curriculum development strategies
- Applications of technology to teaching and learning
- Effective instructional strategies aligned to learning outcomes
- Program and personnel evaluation processes
- Principles of school based management and shared decision making
- Human relations and facilitation skills
- Social-emotional and mental health school based strategies
- Strategic planning aligned to clear outcomes

Abilities to:

- Effective oral and written communication
- Plan, organize, direct and coordinate the work of certificated and classified staff
- Plan, prepare, and deliver workshops to groups of multiple stakeholders
- Strategic planning and facilitate meetings with stakeholders on initiatives
- Develop, plan, and execute program initiatives
- Plan, prepare, assist and deliver professional development
- Identify and respond to issues, concerns and needs of students, parents and staff
- Develop, implement and administer goals as outlined by the District and School
- Assists with budget administration.
- Communicate with District and other site administrators
- Review and prepare clear and concise reports.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Work with discretion
- Maintain records and prepare various reports
- Establish and maintain cooperative and effective working relationships with others
- Define problems, collect data, establish facts, and draw valid conclusions
- Communicate effectively both orally and in writing
- Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulation to assigned activities

### **WORKING CONDITIONS:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies
- Spend periods of time participating in, facilitating, and attending virtual meetings and trainings
- Travel to school sites and ability to work flexible hours (late evenings, or weekends)

### **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers
- Lifting, carrying, bending, pushing, pulling, twisting, turning, climbing ladders or scaffolds
- Seeing, hearing and speaking to exchange information in a variety of settings
- Daily contact with students, employees and outside agency personnel, and contractors
- High level of contact with parents and community members
- Moderate to high stress level

### **EDUCATION AND EXPERIENCE:**

- Minimum of 5 years' successful administrative leadership experience in a K-12 school district
- Master's Degree in education required
- Successful experience with curriculum and instructional strategies for student achievement, restorative practices, and schoolwide approaches to academic progress, and mental health and wellness
- Successful experience using data and cycles of inquiry to monitor student and program success

### **LICENSES AND OTHER REQUIREMENTS:**

- Holds an Administrative Services credential issued by the California Commission on Teacher Credentialing
- Preferred Licensed Clinical Social Worker (LCSW), and/or Licensed Clinical Psychologist
- A valid California's Driver's License
- Fingerprint clearance from Department of Justice

### **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.