



**SAFE AND SUPPORTIVE SCHOOLS (S3)
PROGRAM SUPPORT TEACHER**

Board Approval Date: 11.09.11

BRIEF DESCRIPTION OF POSITION:

The Safe and Supportive Schools (S3) Program Teacher is a special assignment, under the direct supervision of the Administrator of Student Services and Interventions, and is responsible for assisting in the coordination and implementation of the Safe and Supportive Schools (S3) Program for the participating schools throughout the district.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Provides support to the school site teams in development of S3 implementation plans, submission of plans to the California Dept. of Education for approval, and implementation of CDE approved S3 programs. E
- b. Provides oversight and compliance monitoring for grant program components, and technical assistance and collaboration to district and site staff, including all school site coordinators, school administrators, other staff members, parents, and community organizations. E
- c. Prepares budgets, progress reports, and Power Point presentations on S3 implementation; provides presentations for School Board, school sites, and parent meetings. E
- d. Coordinates training and assistance from the CDE or as otherwise required by the grant. E
- e. Trains site coordinators in S3 requirements. E
- f. Participates in staff trainings related to grant implementation. E
- g. Attends monthly or bi-monthly meetings for Ventura County Schools S3 Committee. E
- h. Networks with community agencies. E
- i. Coordinates California Healthy Kids Survey implementation at all sites. E
- j. Coordinates monthly meetings for site S3 teacher-coordinators. E
- k. Forty Percent (40%) FTE position.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS:

WORK YEAR:	Certificated Teacher Work Year
CREDENTIAL:	Current valid secondary teaching credential, or pupil personnel services credential
SALARY:	Certificated Teacher Salary Schedule
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance
OTHER:	Ability to travel to various sites Valid California Driver's License

(Please note that since the programmatic budgets for the grant contain personnel costs necessary to implement, this position is being advertised as a temporary/restricted position funded by categorical/grant revenues.)