

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, Student Mental Health and Wellness

Purpose Statement

The job of Coordinator, Student Mental Health and Wellness, is done for the purpose/s of planning, coordinating and promoting activities, programs and services for the mental health and wellness of students across the county by planning, implementing and monitoring the goals of the California Student Mental Health Initiative (SMHI) and Project Cal-Well; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Collects and analyzes local data for the purpose of preparing required reports in a timely manner for the SMHI and Project Cal-Well as requested by funders.
- Conducts site visits for the purpose of supporting initiative implementation and providing updates on Initiative outcomes and effectiveness to key stakeholders in the community.
- Coordinates organizes and directs services and activities (e.g. attendance for key stakeholder meetings, Initiative activities with other countywide or region-wide efforts, identified PBIS leads, trained trainers in Restorative Practices, etc.) for the purpose of providing support, encouragement, counsel, and technical assistance while ensuring compliance with initiative and grant objectives and budget regulations.
- Develops SMHI and Project Cal-Well materials and services (e.g. PBIS, Restorative Practices, Trauma Informed Care in Education, Bullying Prevention and Intervention, Student Engagement, Cross System Collaboration, Youth Mental Health First Aid, etc.) for the purpose of providing on-going leadership, coaching, mentoring, training and technical assistance with respect to the SMHI and Project Cal-Well services and materials to participants.
- Facilitates process and outcome evaluation activities with SMHI and Project Cal-Well project evaluators for the purpose of analyzing results and making recommendations for program improvements.
- Participates in meetings, workshops, and seminars (e.g. monthly meetings with Initiative partners, local school and community meetings, in-service workshops, etc.) for the purpose of representing the San Diego County Office of Education for the SMHI and Project Cal-Well at the local, state and national level meetings and events.
- Prepares a variety of informative program materials for site staff participating in the Initiative (e.g. correspondence, promotional literature, research and information updates, etc.) for the purpose of communicating new program developments to all key stakeholders.
- Provides training and in-service workshops to teachers, administrators, counselors, other school staff, parents and community agency and organization members for the purpose of ensuring achievement of all SMHI and Project Cal-Well goals.
- Serves as liaison among school districts and key stakeholders such as law enforcement, juvenile probation, child welfare services, behavioral health providers, military school liaisons, etc. for the purpose of consulting and advising on the development and implementation of Initiative supported activities including cross system collaboration and information sharing practices.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; comparing results; counseling and mentoring employees; and facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: COE policies and procedures; codes/laws/rules/regulations/policies; knowledge of community resources; methods of instruction and training; practicing cultural competency while working collaboratively with diverse groups and individuals; science-based positive behavior and intervention supports, restorative practices, mental health promotion, and violence prevention programs and practices, school climate improvement; asset development; and resiliency research.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and understanding related policies and laws, as well as county mental health referral processes.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

CREDENTIALS, CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:

Minimum qualifications include: possession of, or eligibility for, a California Administrative Services Credential; a California Pupil Personnel Services Credential in the area of School Counseling, School Psychology, or School Social Work, or a basic Pupil Personnel Services credential.

Trained Trainer certificates in the following models/frameworks:

- Positive Behavior Intervention Supports
- Restorative Practices
- Trauma Informed Care
- Youth Mental Health First Aid

EDUCATION AND EXPERIENCE:

Possession of a Master’s degree in Education or a related field.

Required experience includes a minimum of five years in education with an emphasis in pupil services and demonstrated success in school climate, violence prevention and mental health & wellness promotion.

Experience must include developing successful working partnerships with K-12 school sites; planning for and leading activities, workshops, meetings; managing budgets, and supervising staff.

Additionally, development of successful partnerships with law enforcement, mental/behavioral health, community-based organizations, probation, child welfare services and other relevant partners resulting in effective services for students and school communities.

Successful grant writing experience at the local, state, and federal level.

Familiarity with San Diego County school districts, collaboratives, and community agencies is preferred.

Required Testing

Certificates

- California Pupil Personnel Services Credential
- Driver’s License & Evidence of Insurability
- Valid California Administrative Services Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

- Criminal Justice Fingerprint/Background Clearance
- Drug Test
- Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 45

SLT Approval Date: October 11, 2016