

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PROJECT SPECIALIST, STUDENT WELLNESS AND POSITIVE SCHOOL CLIMATE

DEFINITION:

Under administrative direction, provides outreach, consultation and technical assistance to district and agency partners, families and students working together to increase access to mental health services, promotes activities that support student well-being and implement or enhance positive school climate efforts.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work assigned to and performed by employees assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides consultation, technical support and training with respect to student wellness and positive school climate services and materials to participants including but not limited to: Trauma Informed Care, Family and Student Engagement, suicide prevention, mental health and wellness promotion, Multi-Tiered Systems of Support (MTSS), Positive Behavior Interventions and Supports (PBIS), and other related activities.

Serves as a resource to provide districts and community partners with technical assistance related to program activities and initiatives.

Conducts site visits to support implementation of assigned initiatives.

Supports the development of program materials and services; research and review existing materials and services; coordinate multidisciplinary activities to identify and utilize the materials and services.

Supports the development and conduct training and in-service workshops on all related areas to teachers, administrators, counselors, other school staff, parents and community agency and organization members.

Facilitates process and outcome evaluation activities within the work of the unit.

Participates in local school and community meetings and activities as necessary to provide support, encouragement and technical assistance to professional staff, students and families.

Collects and analyzes local data for required reports as assigned.

Develops and distributes program communication documents including, but not limited to web page monitoring and newsletter development.

Participates in monthly meetings with Initiative partners from participating districts, collaborative and community agencies.

Supports the preparation of correspondence, promotional literature, research and information updates and other informative materials for site staff participating in the Initiative and communicate new program developments to all key stakeholders.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education and experience equivalent to a master's degree in education, sociology, psychology or related field, and three (3) years of experience in school-based services and demonstrated success in designing best practices in prevention and intervention for students and families in wellness and positive school climate programming.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Demonstrated collaboration with key stakeholders in youth and family serving programs/agencies

Implementation science techniques

Adult learning best practices

Community engagement and empowerment best practices

Best practice knowledge of multi-disciplinary joint efforts

Suicide prevention practices

Trauma informed care practices

Student and family engagement

ABILITY TO:

Establish and maintain effective working relationships with school administrators, teachers, parents, students, law enforcement, probation, child welfare services and other agencies.

Planning for and leading activities, workshops, meetings, data collection and reports

Demonstrated successful partnerships with, mental/behavioral health providers, community-based organizations, and other relevant partners resulting in effective services for students and school communities.

Demonstrated successful grant writing at the local, state, and federal level.

Establish and maintain effective multi-disciplinary working relationships

Communicate effectively both orally and in writing

Operate various computer programs such as Excel, Word and Publisher

Plan and organize work to meet schedules and timelines

Work independently with minimal direction

Prepare comprehensive narrative and reports

Establish and maintain effective working relationships with others

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office environment.

Position requires transportation to and from various worksites.

Evening or weekend hours to attend, participate in or conduct meetings or conferences.

Physical Demands:

Must be able to hear and speak to exchange information and make presentations; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
11/2015	November 18, 2015	07/19; 09/19	Exempt	Classified Management Grade 35