

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, STUDENT WELLNESS AND SCHOOL CULTURE

Purpose Statement:

Under administrative direction the Coordinator, Student Wellness and School Culture will plan, coordinate, and implement wellness and school culture activities, programs and services for districts and schools throughout San Diego County; serves as liaison with key partners consulting and maintaining services within established guidelines and standards.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and the level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Compiles data from a wide variety of sources for the purpose of analyzing issues, monitoring program components and meeting reporting requirements.
- Conducts site visits for the purpose of supporting initiative implementation and providing updates on outcomes and effectiveness to key stakeholders in the community.
- Coordinates, organizes, directs services and activities (e.g., attendance for key stakeholder meetings, initiative activities with other countywide or region-wide efforts, identified mental health leads, trained trainers, etc.) providing support, encouragement, counsel, and technical assistance while ensuring compliance with initiative and initiative objectives and budget regulations.
- Develops mental health and wellness and school culture materials including but not limited to suicide prevention, trauma informed practices, mental health literacy, bullying prevention materials and services (e.g., district guides and toolkits, coping tools, Youth Mental Health First Aid trainings, etc.) providing on-going, support, coaching, training, and technical assistance with respect to various initiatives and relevant services and materials to participants.
- Facilitates process and outcome evaluation activities with project evaluators 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 and committees, etc.) representing the San Diego County Office of Education at the local, state, and national level.
- Prepares a variety of informative program materials (e.g., correspondence, promotional literature, research, and information updates, etc.) communicating new programs, policies, and research developments to all key stakeholders.

- Provides training and in-service workshops to teachers, administrators, counselors, other school staff, parents, community agencies, and organization members ensuring achievement of all grants and initiatives.
- Serves as liaison among school districts and key partners such as law enforcement, juvenile probation, child welfare services, behavioral health providers, military school liaisons, etc. consulting and advising on the development and implementation of initiatives activities.
- Performs personnel administrative functions for assigned personnel maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

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

Knowledge and Abilities

KNOWLEDGE OF:

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include COE policies and procedures; codes/laws/rules/regulations/policies;

School climate, student health and wellness systems, practices and interventions;

Community resources;

Methods of instruction and training;

Grant writing principles and techniques;

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 techniques.

ABILITY TO:

Partner 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;

Schedule activities, meetings, and/or events;

Work with a significant diversity of individuals and/or groups;

Analyze issues and create action plans;

Adapting to changing work priorities;

Communicate effectively both orally and in writing;

Meet deadlines and schedules;

Work with detailed information/data;

Understanding related policies and laws, as well as county mental health referral processes.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; 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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: A Master’s degree in education, education administration, social work, or related field;

Experience: Five (5) years of professional experience in pupil services and demonstrated success in school culture, and mental health and wellness promotion. Experience must include developing successful working partnerships with K-12 school sites; including planning for and leading school wellness and culture activities, workshops, and meetings, including three (3) years of management experience.

Equivalency: A combination of education and experience equivalent to a master’s degree in education, education administration, social work, or related field and five (5) years of professional experience in pupil services and demonstrated success in school culture, and mental health and wellness promotion. Experience must include developing successful working partnerships with K-12 school sites; including planning for and leading school wellness and culture activities, workshops, and meetings, including three (3) years of management experience.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management, Grade 045

Personnel Commission Approved: June 15, 2022

Revised: N/A