

**Pleasanton Unified School District
Job Description**

TITLE: STUDENT ASSISTANCE PROGRAM (SAP) SPECIALIST

CLASSIFICATION: Certificated

REPORTS TO: Student Services Department, PBIS Coordinator

DESCRIPTION:

Under the direction of the Student Services Department, the SAP Specialist will provide guidance and consultation to students, parents, and staff. The SAP Specialist works as part of the Student Services team to assist districtwide development of social and behavioral interventions as part of a system of integrated Multi-Tiered Systems of Support (MTSS). The SAP Specialist will develop, coordinate and facilitate implementation of intervention programs including systemic peer to peer education, support the development of mental health resources and promotion of restorative practice. The SAP Specialist will support instructional, non-instructional, and administrative personnel in the acquisition and maintenance of optimal learning outcomes for all students by utilizing skills in problem solving, social/emotional/behavioral assessment and intervention, case-management, wraparound service delivery, data collection and data analysis, consultation and collaboration, and crisis management.

Preference will be given to applicant with knowledge and experience with multi-tiered academic and behavior support systems for all students. All work is performed within the limits of licensing and professional standards and adheres to California Education Code and regulations.

PERFORMANCES RESPONSIBILITIES:

- Works as part of a team to assist the school site to develop and implement social and behavioral interventions as part of a system of integrated Multi-Tiered System of Support (MTSS) including the implementation of Positive Behavior Intervention and Supports (PBIS) and Social Emotional Learning (SEL) across school sites.
- Works closely with student leaders to achieve effective organizational management and to create exceptional student involvement opportunities which promote mental health, wellness, leadership development, school pride, and community.
- Collaborate and coordinate with School Social Workers and School Counselors on consistency and coordination of social emotional and behavioral tiered interventions.
- Develops, coordinates, and implements student leader trainings in alignment with student learning outcomes.
- Development and oversight of Peer Advocacy programs including the Tobacco Use Prevention Education (TUPE) program and increased opportunities for peer to peer education.
- Advises student organization leaders regarding event planning best practices, processes, and policies, ensuring excellent service and support for student-led events.

- Coordination of services for developing proactive mental health options such as the Wellness Center model including supporting grant writing to secure more funds for further development of Wellness programs districtwide.
- Provides training to parents and staff on topics such as parenting, behavior management, emotional regulation, and de-escalation techniques.
- Helps to coordinate parent and student engagement activities for those receiving services.
- Participates, upon request, in site team meetings such as counseling department meetings/collaboration, IEP's, 504's, SSTs, and other staff development.
- Assists school sites in implementing Restorative Practices.
- Assists students in the transition process between middle and high school and those returning from alternative placements.
- Prepares and maintains a variety of accurate narrative and statistical reports and records of students receiving services.
- Provide crisis intervention to families and students in regards to suicide prevention, truancy, medical issues, threat assessment, and other issues; and provides family consultation services and referrals when necessary.

QUALIFICATIONS:

- Master's Degree in Social Work, School Counseling, Counseling, School Psychology, or equivalent experience
- Be certified or have valid California Pupil Personnel Services Credential
- CA teaching credentialed preferred
- Possess valid California Driver's License
- Bilingual ability preferred

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable sections of the State Education Code and other applicable laws, regulations, policies, and procedures governing work scope.
- Skill to successfully align program service objectives with individual performance goals.
- Effective communication skills, both written and oral, and the ability to communicate effectively with diverse groups.
- Ability to interact in situations requiring instructional, persuasive, consultative, counseling and motivational skills.
- Psychosocial, emotional interviewing techniques for students and families.
- Ability to develop and maintain collaborative relationships with school personnel, students, and parents.
- Knowledge of behavior modification techniques and strategies for dealing with individuals from a variety of socio-economic, ethnic and cultural backgrounds including those with physical disabilities and emotional problems.
- Strong organizational skills, including the ability to prioritize tasks and accomplish multiple projects simultaneously, take prompt action to achieve objectives as well as identify issues as they arise and address them proactively.
- Ability to obtain and maintain certification in PUSD-approved crisis management and physical

intervention training.

- Knowledge of technology support applications as related to functions (e.g., word processing, spreadsheets, graphing of data, email, scoring software programs, on-line integrated data system).

TERMS OF EMPLOYMENT:

185 days/Certificated Salary Schedule

Board Approved: May 21, 2019