

Project Specialist, System of Supports

Purpose Statement

The Project Specialist, System of Supports is responsible in implementing social and emotional learning (SEL) competencies across school settings to support students' and adults social and emotional needs; provides specialized technical, consultative, advisory, and planning services to LEAs to establish programs and initiatives promoting a safe, welcoming, and positive school climate; supports social-emotional learning programming, standards, curriculum, and assessment to ensure social and emotional learning is integrated into instruction and daily practices aligned with the district's vision and strategic plan.

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.

Essential Functions

- Serves as Cal HOPE grant liaison attending statewide community of practice, monitors grant projects for program compliance and contributes to yearly grant reports.
- Provides technical assistance, consultation, and training services related to SEL and multi-tiered system of support (MTSS), Positive Behavior Intervention and Support (PBIS) and restorative justice practices.
- Provides professional development and direct support on social-emotional learning programming, including standards, curriculum, and assessment to ensure social and emotional learning is integrated into instruction and daily practices aligned with the district's vision and strategic plan.
- Encourages the development of SEL skills in adults through applied practice and opportunities to reflect in partners or small groups.
- Designs and leads high-quality, engaging SEL professional learning opportunities for diverse target audiences.
- Supports school-level implementation of SEL by working with school leadership teams to work SEL into school schedules and daily activities.
- Delivers training to support educators integrate SEL practices into the design of instruction and content.
- Uses data to promote continuous improvement of coaching and SEL program outcomes.
- Develops and presents program reports to communicate project milestones and accomplishments.

- Maintains, analyzes, and reports data related to program and ensures goals and objectives and functions are being met.
- Analyzes, assesses, and interprets legislative, statistical, and programmatic data.
- Plans, schedules, and arranges for the wide distribution of information regarding in-service trainings, workshops, seminars, conferences, and meetings.

Other Functions

- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications

KNOWLEDGE OF:

Principles and practices relating to SEL, MTSS, PBIS, and restorative justice practices;
 Social Emotional Learning practices training and curriculum development;
 Management and administrative techniques;
 Methods of training, program planning, group facilitation, and instructional techniques.

ABILITY TO:

Apply practical project administration;
 Adapt to changing work priorities;
 Communicate effectively both orally and in writing;
 Meet assigned schedules and timelines;
 Work effectively as a team member to address division, district and SDCOE projects;
 Research and evaluate educational programs;
 Identify program needs and alternatives;
 Implement program modification and improvements;
 Establish and maintain effective working relationships with a variety of individuals and groups;
 Supervise, train, and evaluate the work of assigned staff.

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:

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 extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: A bachelor's degree in education, social work, sociology, psychology, or closely related field.

Experience: Three (3) years of experience related to student engagement and leadership development education, school-based counseling, social work case management, or mental health promotion.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in

education, social work, sociology, psychology, or closely related field, and three (3) years of experience related to student engagement and leadership development education, school-based counseling, social work case management, or mental health promotion.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Teaching or Service Credential
Valid CA Administrative Services Credential preferred
Valid CA Driver's License
Restorative Practices certification preferred

Continuing Education/Training

As needed to maintain certificates


Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 035

Established: 06/2022

Approved by: 
Assistant Superintendent, Human Resources