

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

PROJECT SPECIALIST, STUDENT & SCHOOL WELLNESS

Purpose Statement

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.

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

- Provides consultation, technical support and training with respect to school wellness and positive school climate services and materials to participants including but not limited to: Trauma Informed Care, suicide prevention, mental health and wellness promotion for students, staff and families, 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 and researches and reviews existing materials/services.
- Coordinates 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.

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:

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;
 School mental health and wellness;
 Trauma informed care practices.

ABILITY TO:

Establish and maintain effective working relationships with school administrators, teachers, parents, students, law enforcement, probation, child welfare services and other agencies;
 Plan for and lead activities, workshops, meetings, data collection and reports;
 Demonstrate successful partnerships with mental/behavioral health providers, community-based organizations, and other relevant partners resulting in effective services for students and school communities;
 Demonstrate 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 Environment:

ENVIRONMENT:

Office environment.
 Position requires transportation to and from various worksites.
 Evening or weekend hours to attend, participate in or conduct meetings or conferences.
 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 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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A Master’s degree in education, sociology, psychology, or related field.

Experience: 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.

Equivalency: 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.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California 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 035

Personnel Commission Approved: November 18, 2015

Revised 07/19; 09/19, 12/22