

COORDINATOR, STUDENT AND COMMUNITY SERVICES

Basic function

To provide administrative support and leadership to the Student and Community Services division programs of Santa Barbara County Education Office (SBCEO), under the direction of the Associate Superintendent. Division programs include career technical education, charter schools, early childhood education, foster and homeless youth services, juvenile court and community schools, and two non-profit organizations, which provide behavioral and oral health education and art programming in schools.

Supervision

Directly responsible to the Associate Superintendent, Student and Community Services.

Representative duties

- Coordinate and assist with the development and writing of SBCEO program plans, including the Local Control Accountability Plan (LCAP), the SBCEO Safety Plan, the County Triennial Expelled Youth Plan, and additional required plans as necessary.
- Initiate, collect, and analyze relevant data for the LCAP and assigned division programs. Prepare and present reports as requested.
- Assist with the implementation of school safety initiatives and programs including but limited not to the Safe Schools Coalition, Project Opioid, and Tobacco Use Prevention Education (TUPE).
- Assist with the review of Charter School petitions submitted to the County Board for authorization or on appeal. Support management with the oversight of any County Board authorized Charter Schools.
- Investigate and respond to student related complaints of discrimination, harassment, and uniform complaint procedures (UCP); ensure division programs are in compliance with federal and state laws and SBCEO policies, rules, and regulations.
- Coordinate and assist division managers and directors with implementing SBCEO 504 plan policies and developing 504 plans for students.
- Provide administrative support to division programs and school districts with Federal Program Monitoring (FPM) reviews.
- Provide administrative support for school-based behavioral health initiatives, programs, and services.
- Collaborate with division managers and directors on the implementation of program goals and initiatives.
- Coordinate, prepare, and draft new and revised board policies and administrative regulations related to student programs.
- Represent division programs at community, state, and federal meetings; make presentations to internal, community, and other stakeholder groups as assigned.
- Attend local, regional, and state conferences and workshops to maintain knowledge of the latest research, initiatives, legislation, and policies impacting student programs and services. Share information on new legislation or other changes with division staff to maintain legal compliance and best practices.
- Review and provide relevant feedback on program grants, contracts, and MOUs as assigned.
- Model best practices and organizational values.
- Perform other related duties as assigned.

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Qualifications

Possession of a valid California teaching credential and a minimum of five (5) years successful teaching experience. Possession of a valid California Preliminary or Clear Administrative Service Credential, or Certificate of Eligibility preferred. Experience working in student services or educational programs and services. Masters degree from an accredited college or university in educational leadership, administration, or a related field preferred.

Licenses and Certificates

Possession of a valid California Driver's License.

Working Conditions

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in course of employment; possible requirement to attend evening or weekend meetings; possible overnight travel out-of-county.