COORDINATOR, JUVENILE COURT AND COMMUNITY SCHOOLS

Basic function

Under the direction of the Director, Juvenile Court and Community School (JCCS), provide educational and administrative leadership support to the professional staff and students at community school site(s) and juvenile court school(s) located inside locked facilities operated by Santa Barbara County Probation. Work as part of a collaborative team with staff from Santa Barbara County Education Office, County Probation Department, and school district personnel, to provide students with a safe and supportive school climate and a robust educational program.

Supervision

Directly responsible to the Director, Juvenile Court and Community Schools.

Representative duties

- Provide leadership in the area of academic, behavioral, and social-emotional prevention and intervention. Implement best practices that ensure equitable outcomes for all students while fostering a safe, trauma-informed, and positive school culture and climate.
- Assist with the development and implementation of JCCS program plans, reports, and grants, including but not limited to, the School Plan for Student Achievement (SPSA), Comprehensive School Safety Plan (CSSP), Western Accreditation of Schools and Colleges (WASC), the Local Control Accountability Plan (LCAP), and Children and Youth Behavioral Health Initiative (CYBHI).
- Initiate, facilitate, and coordinate programs and strategies that support community school initiatives.
- Provide leadership support for JCCS school-based behavioral health initiatives, including Multi-Tiered Systems of Support (MTSS), Positive Behavioral Interventions and Supports (PBIS), social-emotional learning programs, and related services.
- Review and provide relevant feedback on JCCS program plans, grants, contracts, and MOUs as assigned.
- Promote positive coverage of school activities and programs.
- Facilitate, develop, and monitor student plans including 504 plans, Student Study Team (SST) plans, Individual Learning Plans (ILP), and rehabilitation plans and make decisions related to student services and supports. Serve as the LEA representative for student related meetings.
- Facilitate and attend meetings, and effectively communicate with school staff, Probation, partner agencies, and parents to coordinate services and/or programs related to a student's education, attendance, behavioral health, and/or medical needs.
- Coordinate technology, state and local testing, Special Education Program, English Language Development Program and other JCCS programs.
- Collaborate and act as point of contact with community partners that specialize in at-promise youth services to plan, coordinate, and organize student events and activities focused on reducing recidivism.
- Investigate and respond to student related complaints of discrimination, harassment, and/or bullying. Successfully employ restorative approaches to address student behavior,

and exercise open-mindedness, fairness, and firmness in decision-making.

- Supervise and evaluate staff as assigned, recommend appropriate action in cases of substandard performances, and identify and encourage individual teachers with leadership potential.
- Represent JCCS programs at local, 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 juvenile court and community school programs and services. Share information on new legislation and/or other changes with JCCS program staff to maintain legal compliance and best practices.
- Assist in the daily business operation in accordance with policies and procedures.
- Model best practices and organizational values.
- Perform other related duties as assigned.

Education and experience

Five years successful teaching experience and, at least, three years successful site or district administrative experience. Master's degree in educational leadership, administration, or a related field preferred.

Licenses and certificates

Valid California Administrative Services Credential
Valid California driver's license

Working conditions

Subject to inside environmental conditions and settings that require the strict implementation of behavioral and safety policies and procedures.
Travel between school sites and to-from various meetings.
Possible overnight travel out-of-county.