

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DIRECTOR II, HEALTH, FAMILY AND COLLABORATIVE SERVICES

DEFINITION

Under the general direction of the Assistant Superintendent, Learning & Teaching assists in the planning, development, organization and implementation of the policies, regulations, guidelines, and procedures pertaining to the district health and family service programs, behavior supports and the Multi-tiered System of Support. Serves as a resource and liaison to district, site personnel and the community concerning support issues and problems in the areas of health, family and behavior supports. Reviews, monitors, coordinates, evaluates and supervises functions and activities of health and family support staff and behavior support staff. Assists, reviews and monitors staff development functions; serves as a resource and support to the instructional program including the Multi-Tiered System of Support; and any other related functions as directed.

EXAMPLE OF DUTIES

- Plans, organizes, and coordinates the district health and family service programs including Medi-Cal reinvestment, Safe and Drug Free Schools, Collaborative Services network, family guidance, Positive Behavior Intervention and Support (PBIS) and counseling services, crisis intervention and health services; Assists with planning, coordination, staff development and implementation of the Multi-Tiered System of Support (MTSS);
- Coordinates, plans, organizes and conducts workshops, clinics, and a variety of staff development and training activities pertaining to prevention/intervention support programs for students and their families, improved health services, PBIS, Restorative Practices, MTSS and other related pupil service matters;
- Confers with, counsels, and advises management and personnel concerning health and family services models, methods, techniques, and strategies, as well as behavior frameworks and strategies;
- Provides information and assistance in the development of collaborative service models;
- Assists in the planning, organization, and implementation of the policies, regulations, and operational procedures pertaining to health and family services, behavior support and the Multi-Tiered System of Support;
- Reviews, researches, prepares, and disseminates information pertaining to trends in programs that support health and family services; presents recommendations to revise, update, and incorporate creative and innovative trends into the district health and family service programs;
- Reviews, researches, prepares, and disseminates information pertaining to trends in frameworks that support behavior and recommends interventions and staff development to increase fidelity of behavior frameworks;
- Oversee referral for families of specially involved children (homeless, foster youth, etc.) appropriate social service and youth service agencies;
- Develops and oversees the development of grant proposals for approval and monitors the funded projects to ensure compliance with funding source guidelines and requirements and provides technical assistance to school sites;
- Evaluates the performance of support staff including Family Services Coordinator, Program Manager, Clinical Supervisors, Health Service Administrator, Registered Nurses as well as various clerical personnel;
- Coordinates district Medi-Cal Administrative Activities (MAA) program;
- Serves as the chairperson or as a member of various district level advisory groups including Collaborative Partners Group (Medi-Cal reimbursement), MTSS Leadership and Planning

Teams, L & T Director Team and curriculum development committees; facilitates district initiatives for student wellness; serves as a liaison to community groups and agencies, including public and private entities; leverages local and national resources; confers with and aids district personnel in the resolution of unusual and unforeseen problems, issues, and concerns;

- Serves as an external coach and facilitator for various school teams in the areas of PBIS, MTSS, and Instructional Rounds;
- Evaluates schools in area of PBIS using the Tiered Fidelity Inventory (TFI); Assists in evaluating school in the area of MTSS utilizing the Fidelity Integrity Assessment (FIA);
- Assist in the district budget planning and expenditure control process, including Local Control & Accountability Plan (LCAP) planning;
- Prepares a variety of management and program evaluation reports as required.

QUALIFICATIONS

Knowledge of:

- Specialized resource support and coordination of a comprehensive pupil service program including mental health, case management and crisis intervention;
- The Multi-Tiered System of Support;
- Positive Behavior Intervention and Support;
- Restorative Practices;
- Principles, techniques, strategies, goals, and objectives of public education;
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the district pupil service programs;
- Legal mandates, policies, regulations, and operational procedures pertaining to pupil service programs;
- State, Federal, and local community groups and agencies that provide assistance to pupil service programs and activities, specifically in the area of health and family services;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques;
- California Education Code, California Health and Safety Codes, California Code of Regulations, and California Penal Code related to this position;
- Technology to the office (office suite & google applications).

Ability to:

- Provide Staff Development and Coaching in a variety of behavior, academic and social emotional themes;
- Analyze and assess program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions;
- Coordinate and participate in the evaluation of the district pupil service programs and activities;
- Communicate effectively in oral and written form;
- Serve as a resource to instruction and management personnel;

- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organization, community, and public relationships;
- Develop and maintain district level program budgets and fiscal records;
- Develop and write program grants for Board approval;
- Work effectively in a multi-ethnic setting.

CERTIFICATION REQUIREMENT

- Completion of an earned Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, counseling and guidance, nursing, curriculum development or a closely related field;
- Possession of a valid California administrative services credential authorizing service as an elementary or secondary level administrator, and/or a Pupil Personnel Services authorization;
- Five years of successful teaching or pupil personnel service experience;
- Experience working in the areas of health and family services;
- Experience working in the area of behavior support;
- Experience in a responsible administrative position in public education;
- Possession of a valid California Motor Vehicle Operator's License;
- Knowledge of California Education Code, California Health and Safety Codes, California Code of Regulations, and California Penal Code related to this position;
- Knowledge of technology to the office (Office Suite & Google Applications).

DESIRABLE REQUIREMENTS

1. Public health or counseling experience.
2. Five years of supervisory experience in school-based health services or community health program.
3. Previous experience with PBIS and MTSS.
4. Ability to work effectively in a multiethnic setting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands and fingers to handle or feel objects, tools or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

BOARD APPROVED: November 20, 2008

REVISED: April 11, 2013

REVISED: August 21, 2013

REVISED: February 8, 2019

DRAFT