

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

COORDINATOR, COMMUNITY SCHOOLS AND INTEGRATED SUPPORTS

General Purpose:

A Coordinator, Community Schools and Integrated Supports is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. This position co-coordinates the development, expansion, and coordination of community schools and the California Community Schools Partnership Program (CCSPP) grant across the region. The Coordinator provides technical expertise on the integration of school and community partnerships and authentic family and community engagement. To accomplish these tasks, this position will support grant applications that align with community schools, will be an active member of the Regional Community Schools Leadership Team, and will provide expertise in asset mapping, school based mental health, and community resources. The Coordinator collaborates, coordinates, and facilitates the development of Community Schools in Local Educational Agencies (LEAs) and partners with regional County Offices of Education. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Works in partnership with district and site leadership teams, governance, community, families, community-based organizations and agencies to assess assets and needs, to ensure efficient coordination of student and family support services.
- Coordinates and provides regional professional learning and technical assistance to support transformative community school development.
- Assists LEAs in applying, developing, implementing, and assessing the effectiveness of community schools initiatives and grants.
- Provides support to California Community Schools Partnership Program grantees to meet expected outcomes and grant deliverables.
- Assists LEAs and schools in removing system and other barriers preventing student participation in schools.
- Supports LEAs in developing sustainable funding sources for community schools including approaches to Medi-Cal and fee for service billing.
- Provides technical assistance on the process of identification of students with social, emotional needs that may interfere with satisfactory school adjustment.
- Provides technical assistance on coordination of service teams to ensure needs are being met, services are being maximized, and adjustments are implemented as needed.
- Engages and supports each LEA to implement a continuous quality improvement plan through monitoring of services and use of multiple-measures data to assess program quality and progress.
- Assists in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the effectiveness of assigned activities related to community schools.
- Collaborates with County Office of Education and LEA leaders to connect and support Community Schools programs and services throughout the community.
- Ensures compliance with District, State, Federal and County office regulations, policies and procedures.
- Assists in the development and implementation of an integrated, coordinated, and coherent system of resources, technical assistance, interventions, and supports to meet identified school and district needs.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration and Reform and Control Act.

Education:

- A Bachelor's degree in a job-related area is required.
- A Master's degree is preferred.

Experience:

- Experience developing and providing professional development.
- Experience in coordinating and linking services for students/families and community resources.
- Administrative experience is preferred.

Knowledge, Skills and Abilities:

- Knowledge of mental health interventions.
- Knowledge of the principles and practices of organizational leadership, including change leadership.
- Knowledge of regulations related to confidentiality and the sharing of information between agencies and schools.
- Knowledge of general principles of educational psychology, adolescent growth and development.
- Knowledge of principles, techniques, and strategies for team building and conflict resolution.
- Knowledge of school-based mental health implementation.
- Knowledge of implementation science.
- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Ability to meet expectations identified in management evaluation.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles
- Must possess a valid California Pupil Personnel Services Credential or a California Administrative Services Credential.
- Licensed or registered with the California Board of Behavioral Sciences as an Associate or Licensed Social Worker, Marriage and Family Therapist or Professional Clinical Counselor is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.
- Travel within Placer County and surrounding region is required.

Physical Requirements:

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 9

Reviewed and Approved

Superintendent:

Human Resources:

Date: 1/31/2023

Date: 1/30/2023