

## JOB DESCRIPTION

April 2026

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

### **COORDINATOR, INTEGRATED MENTAL HEALTH TECHNICAL ASSISTANCE**

#### **General Purpose:**

The Coordinator, Integrated Mental Health Technical Assistance is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. Under the direction of an assigned supervisor, the Coordinator will advance the Interconnected Systems Framework (ISF) as the integrated mental health structure within Positive Behavioral Interventions and Supports (PBIS) and Multi-Tiered System of Supports (MTSS), including the development, expansion, and coordination of professional development and technical assistance for PCOE, districts across the state, schools, and system of care agencies. The Coordinator leads capacity-building efforts at the county and statewide levels to move school mental health from co-located services to fully integrated, data-driven, and sustainable systems of support. This is a certificated management position.

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

- Lead cross-sector collaboration among education, behavioral health, child welfare, probation, community-based organizations, districts, and schools to strengthen integrated systems of care and remove barriers to student success.
- Oversee or coordinate assigned staff within Prevention Supports and Services.
- Support the implementation of the Interconnected Systems Framework (ISF) across the county, helping districts move mental health from "co-located" to "integrated" within their existing PBIS and MTSS tiers.
- Provide statewide technical assistance and implementation coaching to districts and county offices of education aligned with ISF and PBIS frameworks.
- Apply principles of implementation science, including fidelity assessment, data-based decision-making, and continuous improvement cycles, to guide systems change and evaluate program effectiveness.
- Guide stakeholders in selecting and implementing social-emotional and behavioral health evidence-based interventions that align with student data and school-wide needs.
- Design and deliver high-quality professional learning for educators, administrators, and clinicians using adult learning theory and capacity-building models, including training on trauma-informed practices, suicide prevention, and the selection and implementation of evidence-based interventions.
- Participate in and contribute to county and statewide collaborations, workgroups, and initiatives to improve behavioral and mental health supports and outcomes for children and families.
- Provide clinical supervision to Associate Marriage and Family Therapists (AMFTs), Associate Clinical Social Workers (ASWs), and/or Associate Professional Clinical Counselors (APCCs) in accordance with California Board of Behavioral Sciences (BBS) standards.
- Facilitate the use of universal screening and fidelity tools (e.g., TFI, ISF Implementation Inventory) to identify student needs and evaluate the impact of mental health supports.

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- Develop grant work plans, monitor performance metrics, prepare required reports, and ensure alignment between any grant objectives and ISF implementation efforts.
- Perform related duties as assigned.

### **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 Reform and Control Act.
- Must have access to reliable transportation for travel to school sites throughout the county.

#### **Education:**

- Master's Degree in a related field is required.

#### **Experience:**

- History of successful collaborative experience including child welfare, mental health, and probation services is preferred.
- Experience in supporting the implementation of complex programs.
- Experience in implementing ISF, PBIS and MTSS, and mental health Evidence Based Practices at a systems level.
- Experience providing technical assistance or coaching to adult learners/educational staff.

#### **Knowledge, Skills and Abilities:**

- Knowledge of and familiarity with the needs of at-risk youth.
- Knowledge of public health inspired prevention models.
- Knowledge of effective mental health practices.
- Knowledge of implementation science frameworks, fidelity measurement tools, and continuous improvement methodologies.
- Ability to collaborate with multiple stakeholders and collaborative partners.
- Skills required for effective communication and organization.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to facilitate learning activities and training for adults.
- Ability to lead strategic planning and sustainability efforts for integrated mental health systems.
- Ability to support organizational change at district and county levels.
- Ability to comply with program goals and deadlines.

#### **Required Testing:**

- None

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### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess one of the following: a valid California Pupil Personnel Services Credential or California Administrative Services Credential or Certificate of Eligibility (COE) for 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 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.
- Spends periods of time participating in and attending virtual meetings and trainings.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires 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.

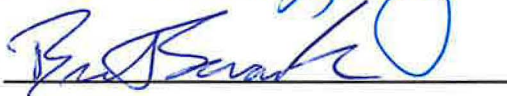
**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 9

Reviewed and Approved:

Superintendent:  Date: 4/23/20

Human Resources:  Date: 4/21/20