

JOB DESCRIPTION  
May 2021

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

**COORDINATOR, MENTAL HEALTH AND WELLNESS**

**General Purpose:**

The Coordinator, Mental Health and Wellness is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. Under the direction of an assigned supervisor, this position works to assist in the development, expansion, and coordination of mental health supports for PCOE, County districts, schools, staff, students, and families. Primary duties include working to improve outcomes for students by integrating mental health supports in schools, reducing stigma related to mental illness, increasing trauma responsive supports in schools, assisting students in accessing mental health services and increasing the collaboration between schools and partners. This is a certificated management position.

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

- Collaborate with districts, schools and community providers to break down barriers preventing overall student success.
- Oversee and provide training and coaching to assigned staff within the Placer County Office of Education.
- Oversee or coordinate assigned staff within Prevention Supports and Services.
- Support local districts, including the Placer County Office of Education, and their schools in achieving mental health goals and priorities stated in their Local Control Accountability Plan.
- Break down system and other barriers preventing student participation in schools.
- Work closely with administration staff, and school staff to maintain and build upon current Positive Behavioral Interventions and Supports (PBIS).
- Provide training and technical assistance in the implementation of PBIS, Trauma Informed Practices, Social Emotional/Behavioral Learning, and Mental Health/Wellness practices so that all students can achieve their best.
- Assist school sites in assessing current practices and policies for consistency with prevention objectives aligned to healthy child development principles.
- Participate in Placer County Children's System of Care collaborations, workgroups, and other associated meetings working to improve behavioral and mental health outcomes for our children and families.
- Collaborate with school leadership and district personnel to improve mental health and behavioral outcomes for children.
- Assist PCOE Administration in the implementation of a variety of mental health and behavioral strategies to improve outcomes for students.
- Present to educators, community members and others on a variety of mental health and wellness topics.
- Provide technical assistance on the process of identification of students with social, emotional, and academic problems which tend to interfere with satisfactory school adjustment to assist students to stay in school on target to graduate and demonstrate the character and competencies for workplace success.
- Work with department coordinators and senior leadership to support the provision of annual training to both PCOE and district staff on the prevention, intervention, and response to bullying, and discrimination associated with mental illness and stigma.

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- Support the development and implementation of integrated mental health programs for PCOE and district schools.
- Provide technical assistance and training on prevention, intervention, and postvention responses to youth suicide and self-harm.
- As part of a team, design and deliver professional learning related to mental health issues and services to members of the educational team, parents, and students.
- Organize ongoing data collection for evaluation and data decision making purposes.
- 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.
- History of successful direct learning support experience with at-risk youth.
- Experience in supporting the implementation of complex programs.
- Experience in supporting mental health programs.
- Experience in tools and strategies related to mental health, truancy prevention, family systems, positive behavior intervention and supports, and public health inspired prevention models.
- Demonstrate ability to collaborate with stakeholders, public agencies and education systems.

#### **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 implementation research and practices.
- Knowledge of effective mental health practices.
- 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 gather, collate and/or classify data.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to facilitate learning activities and training for adults.
- 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 a valid Pupil Personnel Services Credential or CA 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 10

Reviewed and Approved:

Superintendent: Gayle Garbolino-Mojica Date: 5/25/2021  
*Colleen Slattery*  
Human Resources: Colleen Slattery Date: 5/25/2021